



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

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CENTRAL SECRETARIAT CLERICAL SERVICE RULES, 1962

(CORRECTED UPTO JULY 1996)

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

DEPARTMENT OF PERSONNEL AND TRAINING

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CENTRAL SECRETARIAT CLERICAL SERVICE

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SECTION-1

THE CENTRAL SECRETARIAT CLERICAL SERVICE RULES, 1962*

In exercise of the power conferred by the proviso to article 309 of the constitution and all other powers enabling him in this behalf, the President hereby makes the following rules, namely: -

Short title and commencement- (1) These rules shall be called the Central Secretariat Clerical Service Rules, 1962.

(2) They shall come into force on the 1st November, 1962.

Definition- In these rules, unless the context otherwise requires, --

"appointing authority" in relation to any grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, to make appointments to that Grade;

"appointed day" means the date on which these rules come into force;

+(c) "approved services" in relation to any grade means-

i) in respect of an officer recruited directly to that grade, period or periods of service rendered in that grade, but for **his** being on leave or otherwise not being available, from first July of the year, following the year in which the examination for direct recruitment was held, provided that where there is a delay of more than three months in the appointment of any candidate, such delay is not due to any fault on **his** part;

ii) in respect of an officer recruited through departmental examination, period or periods of service rendered in that grade, but for **his** being on leave or otherwise not being available, from first July of the year for vacancies of which such examination was held;

Provided that the officer so recruited was appointed against the vacancies of the same year for which such examination had been held;

* Published with the Government of India, Ministry of Home Affairs Notification No. 60/61-III-cs (A), dated the 28th September, 1962, as amended from time to time in extra ordinary Gazette of India vide GSR No. 1306 dated 28th September, 1962.

+ Amended vide Department of Personal & Training Notification No. 12/5/94-CS dated 18th January, 1995 Published in the Gazette of India dated 4th February, 1995 vide GSR No. 53-amendment made effective from 1st Feb. 1995.

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(iii) in respect of an officer recruited through departmental examination who was appointed to the grade against the vacancies of any year later than the year for which such examination had been held, the period or periods of services rendered in that grade, but for **his** being on leave or otherwise not being available, from first July of the year against the vacancies of which they were appointed;

(iv) in respect of an officer recruited on the basis of Length of service in the lower grade/service, the period or periods of service rendered in that grade but for **his** being on leave or otherwise not being available, from first July of the year for which the recruitment was made;

(d) "**Authorised Permanent Strength**" in relation to grade of cadre means the number of sanctioned posts that Grade, against which regular appointments may be made;

(e) "**Cadre**" means the group of posts in Upper Division and Lower Division Grade of the service in any of the Ministries or offices specified in column (2) of the First Schedule and in all the offices specified against it in column (3) of that Schedule;

(f) "**Cadre Authority**" in relation to any cadre means the Ministry or Office specified in respect of that cadre in column (2) of the First Schedule;

Note. - For the purpose of disciplinary matters, "Cadre Authority" in relation to any cadre, however, means the Ministry or Office, specified in respect of that cadre in column 2 or the Office specified in column 3 of the First Schedule.

(g) "**Cadre Officer**" in relation to any grade of the service, means a member of the Service of that grade;

(h) Omitted vide Department of Personnel & Administrative Reforms No. 6/2/70-CS.II(i) dated the 10th November, 1970;

(hh)"**Common Seniority List**"in relation to any Grade means the seniority list of officers of that Grade serving in all the cadres specified in the First Schedule as on the appointed day and revised from time to time in accordance with the regulations to be framed in this behalf by the Central Government;

Amended vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995 - Published in the Gazette of India vide GSR No. 538 dated 9th December, 1995.

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(i)"**Direct Recruit**" means a person recruited to the Lower Division Grade on the basis of a competitive examination held by the Staff Selection Commission;

(j)"**Duty Post**" in relation to any Grade, means a post sanctioned in that Grade;

(k)"**Grade**" means any of the Grades specified in rule 3;

(l)Omitted vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated the 22nd November, 1995;

(m)"**Ministry**" means a Ministry in the Government of India and includes a Department of a Ministry or other Office specified in column (2) of the First Schedule;

Omitted vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated the 22nd November, 1995;

(o) "**Probationer**" means a direct recruit appointed to the lower division grade on probation in or against a regular vacancy, in that grade;

(oo) **"Range of Seniority"** in relation to any grade means the range specified by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions for additional to Select;

(p) **"Schedule"** means a Schedule to these Rules;

(q) **"Service"** means the Central Secretariat Clerical Service;

(r) **"SelectList"** means the Select List under sub-rule (3) of rule 11;

(rr) **"Staff Selection Commission"** means the Staff Selection Commission set up in pursuance of the Resolution of the Government of India in the Cabinet Secretariat (Department of Personnel) No. 46/1/

(s)/74-Estt (B), dated the 4th November, 1975;

(s) Omitted vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated the 22nd November, 1995;

Amended vide Department of Personnel & Training Notification No. 12/3/93-CS-II dated 22nd November, 1995 - Published in the Gazette of India vide GSR No. 538 dated 9th December, 1995.

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3. Composition of the Service- (1) There shall be two Grades in the Service, namely:-

(i) The Upper Division Grade; and

(ii) The Lower Division Grade.

(2) The posts in both the Grades shall be non-gazetted posts classified as Central Civil Service, Class III Ministerial.

4. Constitution of separate cadres- (1) A separate cadre in respect of the two Grades of the services shall be constituted for each Ministry or office specified in column (2) of the first Schedule and all the offices specified against such Ministry or office in column (3) of that Schedule, and officers of these Grades in each cadre shall be born on a separate gradation list drawn up for that cadre.

5. Authorised Permanent Strength and temporary strength of the Service- (1) The authorised permanent strength of the two grades of the Service in each cadre on the appointed day shall be as specified in the Second Schedule.

(2) After the appointed day, the authorised permanent strength of the two Grades in each cadre shall

be such as may from time to time be determined by the Central Government.

(3)The cadre authority may make temporary additions to a cadre as it may deem necessary from time to time.

6 Exclusion of duty posts from the cadre- Any duty post in a Grade may be declared by the cadre authority with the concurrence of the Department of Personnel and Training in the Ministry of personnel, Public Grievances and Pensions to be excluded from the cadre-

(i)if such post is required, for the time being, to be filled by the appointment of persons possessing special or technical qualifications or experience; or

(ii)if it is necessary, for the time being, to fill such post by a person other than a cadre officer of the appropriate Grade;

and the post shall remain excluded from the cadre so long as such declaration remains in force.

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7.Initial Constitution of each cadre- The permanent and temporary officers of each Grade in each cadre on the appointed day shall be as determined by the Deptt. of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

8. Posting of Cadre officers- Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

9.Duty posts to be held by the cadre officers-Every duty post in a cadre shall, unless declared to be excluded from the cadre under rule 6 or held in abeyance for any reason, be held by a cadre officer of the appropriate Grade.

10. Appointments to the service- All appointments shall be made to the appropriate grade of the service and not against any specified duty post in that Grade.

11.Recruitment to the Upper Division Grade of the Service-

(1) Vacancies in Upper Division Grade of the service in any cadre shall be filled by regular appointment of persons included in the Select List for the grade in that cadre, such appointment being made in the order of seniority in the Select List except when , for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn;

Provided that any persons appointed to the Lower Division Grade shall be eligible for recruitment to Upper Division Grade only if he has successfully completed the probation and has either passed the typing test, or has been exempted, in accordance with the prescribed procedure, from passing it;

Provided further that, if any person appointed to the Lower Division Grade is considered for promotion in the Upper Division Grade in any cadre in accordance with the provisions of this sub-rule, all persons senior to him in the Lower Division Grade in that cadre shall, if they have successfully completed the probation, also be so considered notwithstanding that they may not have rendered eight years approved service in that Grade;

#Amended vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995-Published in the Gazette of India vide GSR NO. 538 dated 9th December, 1995.

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Provided also that if officers within the range of seniority are not available in a cadre for promotions, the appointments shall be made from a panel, furnished by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions of officers serving in the other cadres;

Provided also that while considering the cases of officers belonging to the Scheduled Castes, Schedules Tribes, and other special categories of persons, reservations shall be made in accordance with such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions from time to time.

(2)Ad hoc appointments to the Upper Division Grade may be made from the persons included in the Lower Division Grade of a cadre in the order of seniority, if they have completed the length of approved service required for regular promotion to that Grade;

Provided that no such person appointed to the Lower Division Grade would be eligible for ad hoc appointment to Upper Division Grade unless he has successfully completed the probation and has either passed the typewriting test, or has been exempted, in accordance with the procedure prescribed by the Central Government, from passing it;

Provided further that such ad hoc appointments shall not be resorted to or will be terminated when persons included in the select List for Upper Division Grade are available or has become available to fill the vacancies;

Provided also that any adhoc appointments, notwithstanding anything contained in these rules, shall not be deemed to confer on the person so appointed, any right or claim to the Upper Division Grade

of service, or to seniority in that Grade;

Provided also that all such ad hoc appointments shall be made and regulated in accordance with such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances from time to time.

(3)For the purpose of this rule, a Select List shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Third Schedule.

(4)Omitted vide Department of Personnel and Training Notification No. 12/ 3/ 93 - CS II dated the 22nd November, 1995.

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11-A. Omitted vide Department of Personnel and Training Notification No. 12/3/93-CS II dated the 22nd Nov. 1995.

12 Recruitment to the Lower Division Grade of the Service-

(1)Vacancies in the Lower Division Grade shall be filled in the following manner, namely:-

\$(a)Fifteen percent of vacancies in each cadre may be filled by appointment, by promotion, of Group D employees borne on regular establishments working in the Ministries and offices participating in the Central Secretariat Clerical Service, in the following manner, namely :-

\$(i)Ten percent of the vacancies may be filled on the basis of qualifying examinations held for this purpose by the Staff Selection Commission; and

(ii)Five percent of the vacancies may be filled on the basis of seniority, subject to the rejection of the unfit, from amongst those Group D employees who are within the range of seniority prescribed by the Department of Personnel and Training qualified for appointment as Lower Division Clerk i.e. who have passed the Matriculation or an equivalent examination of a recognised Board or University;

Provided that if sufficient number of persons do not become available, the vacancies shall be filled in the manner prescribed in clause (b)

Provided further that if more of such employees than the number of vacancies available under this clause qualify at the said examination, such excess 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.

\$(b)Eighty percent of the vacancies or such higher percentage as may be determined by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in accordance with the proviso to clause (a) shall be filled by direct recruitment on the basis of competitive examination held for the purpose by the Staff Selection Commission.

\$Modified vide Department of Personnel & Training Notification No. 12/1/91-CS II dated 16th April, 1993 Published in the Gazette of India vide GSR No.234 dated 15th May, 1993.

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Provided that to the extent a sufficient number of qualified candidates of the competitive examinations referred to in clauses (a) and (b) are not available for appointment on the results of the such examinations, the vacancies may be filled provisionally or on regular basis, in such manner as may be prescribed by the Central Government in the Department of Personnel in the Ministry of Personnel, Public Grievances & Pensions.

@ (c) Five percent of the vacancies may be filled from amongst outstanding sportsmen to be recruited on a centralised basis on the basis of selection to be made by the ^ Staff Selection Commission.

(1A) Notwithstanding anything contained in sub rule (1) recruitment to the Lower Division Grade of the Services may also be made from amongst persons holding post of Telephone Operators in any Ministry or office specified in column (2) and (3) of the First Schedule and who are declared qualified for induction to the service on the results of the qualifying examination held for this purpose by the Staff Selection Commission.

(IB)The rules for the examination refereed to in sub-rule (1-A) shall be as determined by regulations made by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(2)Omitted vide Department of Personnel & Training Notification No. 12/3/93 -CS.II dated the 22nd November, 1995.

(3)Omitted vide Department of Personnel & Training Notification No.12/3/93-CS. II dated the 22nd November, 1995.

@ Modified vide Department of Personnel and Training Notification No.6/3/81 -CS II dated 1st January, 1990- Published in the Gazette of India vide GSR No. 56 dated 3rd February, 1990.

^Modified vide Department of Personnel & Training Notification No.20/6/92-CS.II dated the 23rd August, 1994 Published in the Gazette of India vide GSR No.460 dated 17th September, 1994.

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(4)The rules for the competitive examinations refereed to in sub-rule (1) shall be as determined by regulations made by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions and the allotment of candidates from the results of such examinations to each cadre shall be made by the said Department.

! 12-A Power to relax in certain cases- Notwithstanding anything contained in rule 12, the cadre authority may fill not more than 5% of the vacancies in the Lower Division Grade arising in a year, otherwise than as provided for in these rules, by appointment of a son or daughter or wife or husband or brother or sister of a Government servant who dies during the period of **his** service or is retired on medical grounds under rule 38 of the Central Civil Services (Pension) Rules, 1972, before attaining the age of 55 years (57 years for Group 'D' employees). Provided that the aforesaid limit of 5% mentioned above may be relaxed in exceptional cases with the approval of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

12-B Re-employment of officers- Notwithstanding anything contained in rules 11 and 12, if the exigencies of public interest so demand, any vacancy in any grade may, subject to the instructions issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions from time to time, in this behalf, be filled by reemployment of an officer of that grade who has retired from service.

13.Omitted vide Department of Personnel and Training Notification No. 12/3/93-CS. II dated 22nd November 1995.

14. Probation- (1) Every direct recruit to the Lower Division Grade of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2)Every person shall, when first appointed to the Upper Division Grade, be on trial' for a period of two years from the date of appointment.

(3)The period of probation or trial specified in sub-rule (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation or trial shall not, save where it is necessary by reasons of any departmental or legal proceedings pending against the officers, exceed one year.

!Modified vide Department of Personnel & Training Notification No.12/5/90-CS.II dated 1st February,

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(4) During probation or trial, a member of the Service may be required to undergo such training and to pass such tests as the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may from time to time prescribe.

15. **Confirmation-**

(1)

When a member of the service appointed to Lower Division Grade on Probation has passed the prescribed tests (including typewriting tests held by the Staff Selection Commission) or has been specifically exempted from passing the typewriting test in consultation with Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, and completed his probation to the satisfaction of the appointing authority, he shall become eligible for being confirmed in that grade. Until a probationer is confirmed under this rule or is discharged or reverted under the provisions of rule 16, he shall continue to have the status of a probationer.

(2) Omitted vide Department of personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995.

16. Discharge or reversion- (1) An officer appointed to the Lower Division Grade of the Service who has no lien on any post under the Central Government or any State Government shall, while on probation, be liable to be discharged from the Service at any time without notice; if

(i) On the basis of his performance or conduct during probation, he is considered unfit for further retention in the service; or

(ii) If on the receipt of any information relating to his nationality, age, health, or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) An officer appointed to the Lower Division Grade of the Service who holds a lien on a post under the Central Government or any State Government may, while on probation be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

Amended vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995 Published in the Gazette of India vide GSR No. 538 dated 9th December, 1995.

(3)An officer appointed to the Lower Division Grade of the Service who is not considered for confirmation or continuance in the Grade as the case may be, during or at the end of the period of probation prescribed in sub-rule (1) of rule 14 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

(4)A member of the Service on trial in the Upper Division who is not considered suitable for continuance in that Grade during or at the end of the period of trial prescribed in sub-rule (2) of rule 14 or the extended period. If any, under sub-rule (3) of that rule, shall be reverted to the lower Division Grade.

17.Seniority - (1) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day.

Provided that if the seniority of any such officer had not been specifically determined before the appointed day it shall be as determined by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

Provided further that the seniority of an officer referred to in the proviso to clause(s) of rule 2 shall be determined by the Department of Personnel and Training in the Ministry of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions by taking into account the continuous length of regular service rendered before the appointed day by such officer in the grade of Lower Division or any higher grade in the offices of the Central Government.

(2)All permanent officers included in the initial constitution of a Grade under rule 7 shall rank senior to all persons substantively appointed to that Grade with effect from a date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade after the appointed day.

(3)Save as otherwise provided in sub rule (5), the seniority of persons appointed to the two Grades of the service shall be determined in the following manner, namely:-

Amended vide Department of Personnel and Training Notification No. 12/3/93-CS.II dated 22nd November, 1995 published in the Gazette of India vide GSR No. 538 dated 9th December, 1995.

I. UPPER DIVISION GRADE

The seniority inter se of officers regularly appointed to the Grade shall be regulated by the order in which their names are included in the select list.

Provided that seniority of a person included in the Select List who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority, shall, on his appointment to the Grade any time thereafter, be as per his position in the Select List on the basis of which he is eventually appointed to the Grade.

II.< LOWER DIVISION GRADE

(a)The seniority inter se of officers regularly appointed to the Grade, shall be regulated in the following manner namely :-

(i)Those appointed under sub clause (I) of clause (a) of sub- rule (1) of rule 12 shall rank inter se in the order in which their names are arranged in single list by the Staff Selection Commission on the basis of their seniority in the parent Group D post, the employees holding posts in a higher Grade to rank senior to those in the lower Grade.

(ii)Those appointed under sub-class (ii) of clause (a) of sub rule (1) of rule 12 shall rank inter se in the order of their seniority in the lower Grade.

(iii)Theinter se seniority of persons referred to in items (1) and (ii) above shall be in the ratio 2:1 that is to say, that the persons in these categories shall be arranged by taking alternately two persons from amongst the category of persons specified in item (i) and one person from amongst the category of persons specified in item (ii) above respectively.

(iv)Those appointed under clause (c) of sub-rule (1) of rule 12 shall rank inter se in the order recommended by the Staff Selection Commission.

(v)Those appointed under clause (b) of sub-rule (1) of rule 12 shall rank inter se in the order of merit in which they are placed at the competitive examinations on the results of which they are recruited, the recruits of an earlier competitive examination being ranked senior to those of a latter examination.

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(vi)The inter-se seniority of persons referred to in items (I), (ii), (iv) and (v) above shall be regulated according to the quotas fixed for each of the four groups, in accordance with a roster maintained by each Cadre Authority, starting with one persons referred to in item (ii) above, followed by 2 from item (I) followed by 16 from item (v), followed by 1 from (iv) and so on.

(vii)The seniority of persons qualifying for appointment under sub-clause (I) of clause (a) of sub-rule (1) of rule 12 in excess of the number of vacancies available for that year and who are to be adjusted against the vacancies in subsequent year and those appointed in subsequent year under clause (b) of sub-rule (1) of rule 12, shall also be regulated in the manner provided in item (vi):

Provided that the seniority of persons recruited through the examination referred to in rule 12 in whose cases offers of appointment are revived after being cancelled and those appointed on regular basis under the proviso to clause (b) of sub rule (1) of rule 12 shall be such as may be determined by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(b) Notwithstanding anything contained in clause (a), the seniority of persons falling in the category specified in sub-rule (IA) of rule 12 shall be such as may be determined by the Central Government in the Department of Personnel & Training in the Ministry of Personnel , Public Grievances & Pensions.

(c)Persons appointed to the Grade in accordance with rule 12A shall rank inter se according to their date of appointment:

Provided that persons so appointed in a particular year shall en bloc be ranked junior to the persons recruited on the basis of competitive examination held in that year;

(4)Omitted vide Department of Personnel & Training Notification No. 12/3/93- CS.II dated 22nd November, 1995.

(5)The seniority of a member of the Service transferred from one cadre to another under the third proviso to sub-rule (1) of rule 11 or under rule 20 shall be determined in accordance with the regulations made by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

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#18. **Pay-** The scales of pay attached to the two Grades of the service shall be determined by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, from time to time.

The scales of pay of the two Grades are:

(i)Upper Division Grade Rs 1200-30-1560-EB-40-2040; and

(ii) Lower Division Grade Rs 950-20-1150-EB-25-1500.

19.Regulation of pay. -(1) The pay and increments of officers of the two Grades shall be regulated in accordance with the Fundamental Rules or other similar rules relating to pay for the time being in force.

(2)The pay of a probationer may, on **his** completing each year of probation to the satisfaction of the appointing authority and passing the prescribed periodical tests, be raised by one stage in the time scale.

20. Inter-cadre transfers.- The Central Government in the Department of personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may transfer a cadre officer of any grade from one cadre officer of any grade from one cadre to another cadre.

21.Constitution of new cadres.- The Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may after the appointed day constitute new cadres of the Service, by-

(i)splitting up an existing cadre into two or more cadres;

(ii)combining two or more existing cadres into one; or

(iii) combining staff drawn partly from two or more cadres.

#(2)The authorised permanent strength in each Grade, as well as the relative seniority of the officers in any new cadre constituted under sub rule (1), shall be determined by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(3)After a new cadre has been constituted under sub-rule (1) and its initial constitution determined under sub-rule (2), all the other provisions of these rules shall apply to such a cadre.

#Amended vide Department of Personnel & Training Notification No.12/3/93-CS.II dated 22nd November, 1995- Published in the Gazette of India vide GSR No. 538 dated 9th December, 1995.

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22.Regulations: - The Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may make regulations, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

23.Residuary matters:- In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall by

governed by the rules, regulations and orders applicable to the Central Civil Services in general.

24. Removal of difficulties and power of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions to act in special contingencies:-

(1)< The Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may from time to time issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules.

(2) In the event of a large number of officers of any Grade being rendered surplus on account of reduction of establishment in, or the abolition of cadre, or on account of any schemes of administrative reform or Reorganisation, the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may issue special directives to the cadre authorities regarding the absorption of such surplus officers and the cadre authorities shall comply with such special directives.

24-A Power to relax:- Where the cadre authority is of 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 Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions relax any of these rules with respect with respect of any class or category of persons or posts.

24-B. Saving:- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central government from time to time in this regards.

25. Interpretation: -Where a doubt arises as to the interpretation of any of the provisions of these rules , or the regulations made thereunder, the matter shall be referred to the Central Government whose decision thereon shall be final.

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FIRST SCHEDULE

(See Rules 2 (e) and 2(f) 2(m) and (4)

Names of Ministries/Offices to whom the Central Secretariat

Service Rule 1962 apply.

S. No.	Ministry/Office	Other offices to whom the rules apply
	2	3
1.	Ministry of Agriculture(Department of Agriculture and Co-operation)	(i) Directorate of Economics & Statistics. (ii) Directorate of plan protection, Quarantine and Storage. (iii)Department of Agricultural Resource and Education.
2.	Ministry of Agriculture (Department of Food)	Directorate of Sugar.
3.	Ministry of Civil Supplies	
4.	Ministry of Commerce	(i) Chief Controller of Imports and Exports (ii) All India Handicrafts Board.
5.	Ministry of Communications	Directorate General of Posts and Telegraphs.
6.	Ministry of Defence	
7.	Ministry of Education & Culture (Department of Education).	(i)Department of Culture (ii)Officeof the Director General, Archaeology.
8.	Ministry of Energy (Department of Coal)	
9.	Ministry of Energy (Department of Power)	(i) Central Electricity Authority (ii)Central Water Commission (iii) Ministry of Irrigation (iv) National Commission on Floods.

10.	Ministry of Finance (Department of Expenditure)	<p>(i) Department of Economic Affairs</p> <p>(ii) Banking Division</p> <p>(iii) Bureau of Public Enterprises</p> <p>(iv) Defence Division</p> <p>(v) Department of Revenue</p> <p>(vi) Office of the Controller of Insurance, Simla.</p>
11.	Ministry of Health and Family Welfare (Department of Family Welfare.)	Directorate General of Health Services.
12.	Ministry of Home Affairs.	<p>(i) Cabinet Secretariat (Department of Cabinet Affairs and Secretariat Cell)</p> <p>(ii) Department of Personnel & Administrative Reforms.</p> <p>(iii) Ministry of Planning (Department of Statistics excluding the Industrial Statistics wing, Calcutta).</p> <p>(iv) Prime Ministry's office.</p> <p>(v) Department of Justice</p> <p>(vi) Directorate of co-ordination (Police Wireless and Police Computers).</p> <p>(vii) Office of the Registrar General of India.</p> <p>(viii) Institute of Secretarial Training & Management.</p> <p>(ix) Office of the Commissioner for Scheduled Castes and Scheduled Tribes.</p>

		<p>(x)Staff Selection Commission.</p> <p>(xi) Commission for SC/ST.</p>
13	Ministry of Industry (Department of Industrial Development)	<p>(i) Bureau of Industrial Costs and Prices.</p> <p>(ii) Office of the Development Commissioner, small Scale Industries.</p> <p>(iii) Office of the Economic Adviser to the Government of India.</p> <p>(iv) Directorate General of Technical Development.</p>
14	Ministry of Industry Dept. of Heavy Industry.	
15.	Ministry of Information & Broadcasting.	<p>(i) Directorate of Advertising and Visual Publicity</p> <p>(ii) Directorate General, All India Radio.</p> <p>(iii) Press Information Bureau</p> <p>(iv) Publications Division</p> <p>(v) Office of the Registrar of Newspapers for India.</p> <p>(vi) Directorate General, Doordarshan.</p>
16.	Ministry of Labour	<p>(i) Office of the Chief Labour Commissioner (Central) New Delhi.</p> <p>(ii) Directorate General of factory Advice Service and Labour Institute, Bombay.</p> <p>(iii) Directorate General of Employment and Training.</p>

		(iv)Labour Bureau, Chandigarh/Simla.
17.	Ministry of Supply & Rehabilitation. (Department of Rehabilitation)	
18.	Ministry of Supply and Rehabilitation. (Department of Supply)	Directorate general of Supplies and Disposals.
19.	Ministry of Law, Justice & Company Affairs (Department of Legal Affairs and Legislative Department).	
20.	Ministry of Law, Justice and Company Affairs (Department of company Affairs)	
21.	Ministry of Petroleum, Chemicals & Fertilisers (Department of chemicals and Fertilisers)	
22.	Ministry of Petroleum, Chemicals & Fertilisers (Department of Petroleum)	
23	Planning Commission (including programme Evaluation Organisation)	
24.	Ministry of Rural Reconstruction.	(i) Directorate of Marketing and Inspection, Nagpur. (ii)Directorate of Marketing and Inspection, Faridabad.
25.	Department of Science and Technology.	Department of Environment .
26.	Ministry of Shipping and Transport.	Border Roads Development Board.
27.	Ministry of Social Welfare.	
28.	Ministry of Steel and Mines (Department of Mines).	

29.	Ministry of Steel & Mines (Department of Steel).	
30.	Ministry of Tourism and Civil Aviation.	Directorate General of Civil Aviation.
31.	Union Public Service Commission .	
32.	Ministry of Works and Housing.	<p>(i) Office of the Directorate General, Central Public Works Department and Chief Engineer, CPWD, new Delhi, Madras, Bombay and Calcutta.</p> <p>(ii) Directorate of Estates</p> <p>(iii) National Buildings Organisation.</p> <p>(iv) Directorate of Printing</p> <p>(v) Central Public Health Environmental Engineering Organisation.</p>

SECOND SCHEDULE

Authorised permanent Strength of the two Grades of the Central Secretariat Clerical Service in each cadre on the appointed day.

(See rule 5 (1))

	Authorised Strength	Permanent
	Upper Division Grade	Lower Division Grade

Ministry of Commerce and Industry	370	968
Department of Company Law Administration	7	60
Ministry of Community Development Panchayati Raj and Co -operation	13	92
Ministry of Defence	61	216
Ministry of Education	25	189
Ministry of Finance (Expenditure including Defence Division)	78	411
Ministry of Finance (Economic affairs)	39	243
Ministry of Finance (Revenue)	29	201
Department of Agriculture	95	275
Department of Food	77	294
Ministry of Health	106	270
Ministry of Home Affairs	175	658
Union Public Service Commission	27	158
Ministry of Information and Broadcasting	90	465
Ministry of Irrigation and Power	97	328
Ministry of Labour and Employment	72	248
Ministry of Law	10	72

Ministry of Mines and Fuel	25	100
Ministry of Scientific Research and C.A.	48	158
Ministry of Steel and Heavy Industries	18	56
Department of Communications and Civil Aviation.	227	426
Department of Transport	37	144
Ministry of Works, Housing and Supply.	527	1,355
Planning Commission.	47	231
Total	2,300	7,600

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THIRD SCHEDULE

(See rule 11 (3))

Regulations for the constitution and revision of the Select List for the Upper Division Grade of the Central Secretariat Clerical Service.

1. Constitution: --The Select List for the Upper Division Grade in each cadre on its initial constitution under rule 7 shall be determined by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

2. Maintenance:-

(1) Subject to the provisions of clause (2) of this regulation, additions to the Select List in any cadre after its constitution under regulation I shall be made in such numbers as the cadre authority may determine from time to time, keeping in view the existing and anticipated vacancies, and in the proportion of 3:1 from-

#(a) Officers of the Lower Division Grade in that cadre who have successfully completed the probation and have passed the typewriting test or have been exempted, in accordance with the procedure prescribed by the Central Government from passing it and who have rendered not less

than eight years of approved service in that Grade and are within the range of seniority subject to rejection of the unfit:

Provided that where an officer of the Lower Division Grade is rejected as unfit, the reasons for such rejection shall be recorded in writing and communicated to the concerned officer.

(b)Members of the Lower Division Grade selected on the results of the limited departmental competitive examinations held by the Staff Selection Commission for this purpose from time to time, in the order of their merit.

Persons of the two categories referred to above being included in the Select List by taking alternately three persons from category (a) and one person from category (b) above, and so on, in that order.

Note:-If officers within the range of seniority are not available in a cadre for making additions to the Select List from officers of category (a) above, such additions shall be made from a panel, furnished by the central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions of officers serving in the other cadres.

#Amended vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995-Published in the Gazette of India vide GSR NO. 538 dated 9th December, 1995.

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2.Until the results of the first limited departmental competitive examination referred to in the preceding clause are announce, additions to the select List for the Upper Division Grade may to the extent existing vacancies in any cadre, necessitate this, be made by the cadre authority from amongst permanent officers of the Lower Division Grade in that cadre who have rendered not less than eight years' approved service in the Grade, and are within the range of seniority in the order of their seniority, subject to the rejection of the unfit.

Note I:- While considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes for making additions to the Select List from officers of category (a) above, reservations shall be made in accordance with such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions from time to time.

Note II- If officers within the range of seniority are not available in a cadre for making additions to the Select List under sub-regulation (2), such additions shall be made from a panel, furnished by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions of officers serving in the other cadres.

(3)The rules for the limited departmental competitive examination referred to in clause (1) shall be as determined by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions and the allotment of candidates from the results of this examination to the various cadres shall be made by the said Department.

3.Seniority: -(1)Officers included in the Select List for the Grade constituted under regulation 1 shall be senior to those included therein after such constitution.

(2) Officers included in the Select List under regulation 2 shall rank inter se in the order in which they are included in the Select List.

Provided that an officer included in the Select List who refuses at any time to be appointed to the grade for reasons acceptable to the appointing authority, shall, on **his** appointment to the grade at any time thereafter, be placed immediately after the officer who was last appointed to that grade from the Select List.

4.Removal of names from the Select List :- (1)Subject to the exceptions made under clause (3) of this regulation an officer included in the Select List for the Grade shall continue to be included in such list till he is substantively appointed to that Grade.

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(2)Officers included in the Select List for the Grade who cannot be appointed to that Grade or who are reverted therefrom for want of vacancies will continue to be included in such list and retain the seniority assigned to them in the Select List.

(3)The names of persons of the following categories shall be removed from the Select List :-

(a)Persons substantively appointed to the Grade;

(b)Persons transferred to another Service or post;

(c)

Persons, who die or retire from service or whose services are otherwise terminated; and

(d)

(i)Persons officiating in the Upper Division Grade beyond the period of trial specified in rule 14, who are reverted therefrom as a result of departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1965; or

(ii)Persons who either during or at the end of the period of trial in the Upper Division Grade prescribed in rule 14, are reverted therefrom under sub-rule (4) of rule 16, on the ground of unfitness to continue in that Grade; or

(iii)Persons not yet promoted on trial to the Upper Division Grade, who on an annual review of the Select List are found, because of deterioration in their record and/or conduct since inclusion in the List, to have fallen below the required standard :

Provided that the removal of the name of a person in category (iii) mentioned above who has been included in the Select List on the results of the limited departmental competitive examination referred to in paragraph 2 shall be made in consultation with the Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions.

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SECTION-2

THE CENTRAL SECRETARIAT CLERICAL SERVICE.

(SENIORITY OF TRANSFERRED OFFICERS) REGULATIONS, 1963*

In pursuance of sub-rules (5) of rule 17 of the Central Secretariat Clerical Services Rules, 1962, the Ministry of Personnel, Public Grievances and pensions makes the following regulations, namely: -

1. Short titles: - These regulations may be called the Central Secretariat Clerical Services **(Seniority of Transferred Officers) Regulations, 1963.**

2.Definitions: -(1)< In these regulations unless the context otherwise requires:-

#(a)approved and continuous service in the Grade means the periods of continuous approved service in the Grade during which a member of the service would have held a duty post in that Grade but for **his** being on leave or otherwise not being available for holding such duty post;

(b)Competitive examination means the competitive examination held by the Staff Selection Commission for direct recruitment to the Lower Division Grade of the Service;

(c)Limited competitive examination means the limited departmental competitive examination referred to in paragraph 2 of the Third Schedule to the Rules;

(d)**new cadre'** means the cadre to which a member of the service is transferred from another cadre;

(e)**Old cadre** means the cadre from which a member of the service is transferred to another cadre;

(f)**Rules** means the Central Secretariat Clerical Service Rules, 1962;

(g)**transferred officer** means a member of the Service transferred from one cadre to another.

(2)All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Rules.

*Published with the Government of India, Ministry of Home Affairs Notification No.28/62.III/CS (A), dated the 26th March, 1963, as amended from time to time.

#Amended /Modified vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995-Published in the Gazette of India vide GSR NO. 538 dated 9th December, 1995.

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3Seniority of transferred officers:- (1)A member of the Service appointed to a Grade before the appointed day and included in the initial constitution of any cadre under rule 7 of the Rules, shall on his transfer to another cadre, be assigned seniority vis-a vis the officers of that Grade included in the initial constitution of the new cadre, with reference to his relative seniority vis-a vis such officers as determined before the appointed day:

Provided that if the relative seniority of transferred officer vis-à-vis the other officers had not been specifically determined before the appointed day, it shall be as determined by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(2)an officer of the Upper Division Grade of the Service appointed to that Grade in any cadre after the appointed day shall, on his transfer from his cadre to another cadre, be assigned seniority vis-à-vis officers appointed to that Grade in the new cadre after the appointed day as follows-

(i)A transferred officer who is included in the Select List for the Upper Division Grade in the old Grade on the results of the limited Departmental Competitive Examination shall be assigned seniority in the new cadre as if he had been included in the Select List of the Grade in that cadre on the results of the same Limited Departmental Competitive Examination;

(ii) A transferred officer who is included in the Select List for the Upper Division Grade in the old cadre on the basis of seniority in the Lower Division Grade shall be assigned seniority in the new

cadre just above the senior most officer promoted on the basis of seniority to Upper Division Grade in the new cadre whose date of appointment is later than that of the transferred officer.

(3) Omitted vide Department of Personnel and Training Notification No.12/3/93-CS.II dated 22nd November 1995.

(4) #An officer of the Lower Division Grade appointed to that Grade in any cadre after the appointed day shall, on his transfer to another cadre be assigned seniority below the juniormost permanent or temporary officer, as the case may be appointed to the Grade after the appointed day in the new cadre, who has obtained a higher rank in the competitive examination on the results of which the transferred officer was recruited, or who has been recruited on the results of an earlier examination.

#Amended Modified vide Department of Personnel & Training Notification No. 12/3/93-CS.II dated 22nd November, 1995-Published in the Gazette of India vide GSR NO. 538 dated 9th December, 1995.

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SECTION 3

THE CENTRAL SECRETARIAT CLERICAL SERVICE (COMPETITIVE EXAMINATION) REGULATION, 1965*

In pursuance of sub-rule (4) of rule 12 of the Central Secretariat Clerical Service Rules, 1962 and in suppression of the notification of the Government of India in the Ministry of Home Affairs, No.25/4/63-(iii)/CS (A), dated 3.6.64, the Government of India in the Ministry of Personnel, Public Grievances and Pensions hereby makes the following regulations, namely:-

1.Short title;- (1)These regulations may be called the Central Secretariat Clerical Service (Competitive Examination) Regulations, 1965.

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

2.Definitions:- (1)In these regulations, unless the context otherwise requires:-

(a)anticipated vacancies means the vacancies in the Lower Division Grade of the Service which, on the basis of the likely future vacancies as anticipated before the declaration of the results, may be required to be filled after filling the available vacancies, but before the declaration of the results of the next following Clerk Grade Examination;

(aa)Available vacancies means the vacancies in the Lower Division Grade of the Service which are

decided to be filled on the results of an examination;

(aaa)**crucial date** means-

(i)

first day of January of the year if the examination is notified to be held before 1st

July of that year;

(ii) 1st August of the year if the examination is notified to be held on or after 1st July of that year.

(b)**examination** means a competitive examination held by the Staff Selection Commission for direct recruitment to the Lower Division Grade of the Service , and to posts of Lower Division Clerks in such services, departments or offices, as may be notified from time to time by the Government of India in the Department of Personnel and Training;

*Published with Government of India, Ministry of Home Affairs Notification No. 8/31/65-CS.II, dated the 15th November, 1965 as amended from time to time.

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(bb)**ex-serviceman** means a person who has served in any rank (whether as a combatant or not) in the Armed Forces of the Union for a continuous period of six months and who had been released otherwise than by way of dismissal on discharge on account of misconduct or inefficiency;

Explanation-For the purpose of this clause, Armed Forces of the Union shall include the Armed Forces of the former Indian States but does not include members of the following forces, namely:-

(a)Assam Rifles,

(b)Lok Sahayak Sena, and

(c)General Reserve Engineer Force

(bbb)**Reserve list** means a list containing the names in the order of merit, the number of which would be decided before the declaration of the results of the examination, for being utilised for making appointments to the Lower Division Grade of the Service before the declaration of the results of the next following Clerks' Grade Examination.

(c)**Scheduled Castes** and **Scheduled Tribes** shall have the meaning assigned to them by clauses (24) and (25) respectively of article 366 of the Constitution of India.

(2)All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Clerical Service Rules, 1962.

3.Holding of the examination- (1)The examination shall be conducted by the Staff Selection Commission in the manner notified from time to time by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Staff Selection Commission.

4.Conditions of eligibility-In order to be eligible to compete at the examination, a candidate must satisfy the following conditions, namely:-

(i)Nationality-

(a) He must be a citizen of India.

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(b)He must belong to such categories of persons as may, from time to time, be notified in this behalf by the Government of India in the Department of Personnel and Training.

(ii)**Age** -He must have attained the age of 18 years and must not have attained the age of 25 years on the crucial date;

Provided that the Upper age limit may be relaxed in respect of such categories of persons as may be notified, from time to time, in this behalf by the Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, to the extent and subject to the conditions notified in respect of each category.

(iii)< Educational qualifications:-He must have passed the Matriculation examination of Board or University established or incorporated by or under a Central Act, a Provincial Act or a State Act, or otherwise possess any qualifications recognised by the Central Government as equivalent thereto:

Provided that in exceptional cases, a candidate who, though not possessing any of the qualifications specified in this clause may be treated by the Central Government as qualified if he has passed such examinations conducted by any other institution as are in the opinion of that Government ** of a standard sufficient to justify his admission to the examination.

(iv)Omitted ++.

(v)**Fees**-He shall pay such fees as may be specified from time to time by the Staff Selection Commission.

Provided that candidate belonging to the categories indicated in column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in column (2) of the said Table.

****Modified** vide DP&AR Notification No.88/18/72-CS.II dated the 8th June, 1972.

++Deleted vide Department of personnel and Admn. Reforms, Ministry of Home Affairs Notification No.11/3/1979-CS.II dated 23rd January, 1980.

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TABLE

1.	2.
(a) Candidates belonging to the Scheduled Castes and Scheduled Tribes.	One-fourth of the fees specified from time to time.
(b) Candidates belonging to various classes or categories or persons notified from time to time by Government for exemptions or concessions or both in fees.	Such proportion of the fees subject to such conditions as may be specified in the orders issued by the Central Government from time to time.

5.Omitted.

6.Decisions to eligibility- The decision of the Staff Selection Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Staff Selection commission shall be admitted to the examination.

7.Results (1) The names of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the results of the examination shall be arranged in the order of merit and subject to the provisions of clauses (a) and (b) of sub-regulation (5) of regulation 8, they shall be recommended for appointment in that order upto the number of available vacancies and anticipated vacancies.

(2) The form and manner of communication of the results of the examination to individual candidates shall be decided by the Staff Selection Commission in their discretion and the Staff Selection Commission shall not enter into any correspondence with the individual candidates regarding the results.

8.Appointments- (1) Success at the examination shall confer no right to appointment to the Lower Division Grade of the Service unless the Central Government is satisfied, after such inquiry as may be considered necessary, that the candidate, having regard to his character and antecedents, is suitable in all respects for appointment to the service.

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(2) No candidate shall be appointed to the Lower Division Grade of the Service unless he is, after such medical examination as the Central Government may prescribe, found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the Service.

(3) 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 the service:

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 there are other grounds for so doing, exempt any person from the operation of this rule.

(4) Save as provided in sub regulation 5 of this regulation, appointments to the Lower Division Grade of the Service on the results of any Examination shall be made to the extent of the available vacancies in the order of merit of the candidates recommended by the Staff Selection Commission for appointment, subject to the reservations of the candidates belonging to the Scheduled Castes and Scheduled Tribes, and for the Ex-Servicemen in accordance with the orders issued from time to time by the Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, in this behalf.

(4A) A reserve list containing names in the order of merit may also be drawn up for being utilised for making appointments to anticipated vacancies in the Service, and the candidates whose names are placed in such list shall, subject to the provisions of sub-regulation (5) of this regulation, be considered for appointment in the order in which their names appear in that list:

Provided that where any candidate whose name is placed in the reserve list as aforesaid remains unabsorbed by the time the results of the next following clerks' Grade Examination are declared, such candidate shall have no claim for appointment on the basis of the results of the earlier examination.

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(5)(a) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Staff Selection Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the Service, irrespective of their ranks in the order of merit at the examination.

(5)(b) Ex-Servicemen who are considered by the Staff Selection Commission to be suitable for appointment on the results of the examination shall be eligible to be appointed to the vacancies reserved for them irrespective of their ranks in the order of merit at the examination:

Provided that ex-servicemen belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Staff Selection Commission by a relaxed standard to make up the deficiency in the quota reserved for them out of the quota of vacancies reserved for ex-servicemen, subject to the fitness of these candidates for selection to the Service irrespective of their ranks in the order of merit at the examination;

Provided further that in any one recruitment year, the total number of vacancies reserved for ex-servicemen, Scheduled Castes and Scheduled Tribes taken together shall not exceed 45% of the vacancies to be filled in that year.

(6) (i) Candidates shall have to pass, if not already passed one of the periodical typewriting tests in English or Hindi held by the Staff Selection Commission, at a minimum speed of 30 words in English or 25 words in Hindi, per minute within a period of one year from the date of appointment failing which no annual increment(s) shall be allowed to them until they have passed the said test;

(ii) Candidates who do not pass the said typewriting test within the period of probation shall be liable to be discharged from service;

(iii) Notwithstanding anything contained in clauses (i) and (ii) above, a candidate, who has been declared by the competent medical authority, i.e., the Civil Surgeon, to be permanently unfit to pass the typewriting test because of a physical disability may, in consultation with the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions be exempted

from the requirement of passing the typewriting test and, in the event of his being so exempted, the provisions of clause (i) and (ii) shall cease to be applicable to him from the date of such exemption;

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(iv) Candidates, who had already passed or may pass the said test within a period of 6 months from the date of appointment will however be granted the first increment after 6 months instead on one year's service which will be absorbed in the subsequent regular increments. This concession is applicable to the candidates who have already qualified in the 1964 Clerks' Grade Examination and also to those who will qualify in the examination to be held in 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, and 1973.

(v) Candidates who compete at the examinations to be held in 1974 and thereafter shall be required to qualify in a typewriting test to be held by the Staff Selection Commission as a part of the examination, at a minimum speed of 30 words per minute in English or 25 words per minute in Hindi, before they are recommended for appointment and the provisions of the foregoing clauses shall not apply to them;

Provided that a candidate, who furnishes, along with his application for admission to the examination, a certificate from the competent medical authority i.e. the Civil Surgeon, declaring him to be permanently unfit to pass the typewriting test because of a physical disability, may, with the prior approval of the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions be exempted from the requirement of appearing and qualifying at such test.

9. Penalty for misconduct- A candidate who is or has been declared by the Staff Selection Commission to be guilty of :-

(a) obtaining support for his candidature by any means or

(b) impersonating, or

(c) procuring impersonation by any person, or

(d) submitting fabricated documents or documents which have been tampered with, or

(e) making statements which are incorrect or false, or suppressing material information, or

(f) resorting to any other irregular or improper means in connection with his candidature for the examination or

(g) using unfair means in the examination hall, or

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(h) misbehaving in the examination hall, or

(i) attempt to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses

may in addition to rendering himself liable to criminal prosecution, be liable-

(A) to be disqualified by the Staff Selection Commission from the examination for which he is a candidate, or

(B) to be debarred either permanently or for a specified period-

(i) by the Staff Selection Commission from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(C) if he is already in service under the Central Government to disciplinary action under the appropriate rules.

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SECTION 04

THE CENTRAL SECRETARIAT CLERICAL SERVICE

(UPPER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION) REGULATIONS, 1966*

In pursuance of the provisions of clause (3) of regulation 2 of the Third Schedule to the Central Secretariat Service Rules, 1962, the Government of India in the Ministry of Personnel, Public Grievances and Pensions hereby makes the following regulations, namely: -

1.Short title and commencement- (1) These Regulations may be called the Central Secretariat Clerical Service (Upper Division Grade Limited Departmental Competitive Examination) Regulations, 1966.

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

2. Definitions-(1) In these regulations, unless the context otherwise requires-

(a) **crucial date** means-

(i) first day of January of the year if the examination is notified to be held before 1st July of that year.

(ii) first day of August of the year of the examination is notified to be held on or after 1st July of that year.

(b) **equivalent grade** means any grade under the Central or State Government the minimum and maximum of the scale of pay of which were not less than Rs. 55 and Rs. 130, respectively, prior to the 1st July, 1959 and are not less than Rs. 110 and 180 respectively on or after the 1st July, 1959;

(c) **examination** means a limited departmental competitive examination held by the Staff Selection Commission for making additions to the Select List for the Upper Division Grade of the Service;

*Published with the Government of India, Ministry of Home Affairs Notification No.38/35/65-CS.II dated the 25th April, 1966 as amended from time to time.

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(d) **regularly appointed Lower Division Clerk** means a clerk appointed to the Lower Division Grade on a regular basis according to the procedure prescribed by the Central Government;

(e) **Scheduled Castes and Scheduled Tribes** shall have the meanings assigned to them by clauses (24) and (25) respectively of article 366 of the Constitution of India;

(f) **Selection** means inclusion in the Select List for the Upper Division Grade of the Service.

(2) All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Clerical service Rules, 1962.

3. Holding of the examination-(1) The examination shall be conducted by the Staff Selection Commission in the manner notified from time to time by the Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Staff Selection Commission.

4. Conditions of eligibility- (1) #Any regularly appointed Lower Division Clerk of the Service who satisfies the following conditions shall be eligible to appear at the examination:-

(a) Length of Service-He should have on the crucial date, rendered not less than five years' approved and continuous service in the Lower Division Grade of the service:

Provided that if he had been appointed to the Lower Division Grade of the Central Secretariat Clerical Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years' approved and continuous service in that Grade.

Provided that any period of **his** absence of Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade.

#Amended/Modified vide Department of personnel and Training Notification No.12/3/93-CS.II dated the 22nd November, 1995-Published in the Gazette of India vide GSR No.541 dated 9th December, 1995.

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NOTE:-Lower Division Clerks who are on deputation to ex-cadre posts with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible. Provided that it shall not apply to Lower Division Clerk who has been appointed to an ex-cadre post or to other Service on 'transfer' and does not have a lien in the Lower Division Grade of the Service.

(b)Age:-He should not be more that 50 years of age on the crucial date:

Provided that the Upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in this behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

(c) Typewriting Test- Unless exempted from passing the typewriting test held by the Union Public Service Commission or Staff Selection Commission, Ministry of Personnel, Public Grievances and Pensions for the purpose of confirmation, in the lower division grade, he should have passed this test on or before the date of notification of the examination.

(2)Fee:-He shall pay such fees as may be specified from time to time by the Staff Selection Commission;

Provided that candidates belonging to the categories indicated in column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in column (2) of the said Table.

TABLE

(1)	(2)
(A) Candidates belonging to the Scheduled Castes and Scheduled Tribes.	One fourth of the fees specified from time to time.
(B) Candidates belonging to various classes or categories of persons notified from time to time by Government for exemptions or concessions or both in fees.	Such proportion of the fees subject to such conditions as may be specified in the orders issued by the Central Government from time to time.

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(3) Special provision regarding eligibility of Lower Division Clerks joining military service on account of the Emergency- Protection shall be afforded to lower Division Clerks, Who because of their having joined (or been called up for) military service during the present emergency, cannot appear in the examination, in the manner prescribed from time to time by the Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in this behalf.

5. Omitted.

6. Decision as to eligibility:-The decision of the staff Selection Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidates to whom a certificate of admission has not been issued by the Staff Selection Commission shall be admitted to the examination.

7. Results:-(1) **The names of the candidates who are considered by the Staff Selection Commission** to be suitable for selection on the results of the examination shall be arranged in the order of merit and, subject to the provisions of sub-regulation (3) of regulation 8, they shall be recommended for selection in that order upto the number of appointments decided to be made.

(2)The form and manner of communication of the results of the examination to individual candidate shall be decided by the Staff Selection Commission in their discretion and the Staff Selection Commission shall not enter into any correspondence with the individual candidate regarding results.

8. Appointments-

(1)Success in the examination confers no right to selection unless the cadre Authority is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to his conduct

in service, is suitable in all respects for selection:

Provided that the decision as to whether a particular candidate recommended for selection by the Staff Selection Commission is not suitable shall be taken in consultation with the Department of Personnel and Training.

(2) Save as provided in sub-regulation (3) of this regulation selections on the results of any examination shall be made to the extent of the available vacancies, in the order of merit of the candidates recommended by the Staff Selection Commission, subject to reservations for the candidates of the Scheduled Castes and Scheduled Tribes in accordance with the orders issued from time to time by the

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Government of India in the Department of Personnel and Training in this behalf.

(1) Candidates belonging to any of the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes can not be filled on the basis of the general standard, be recommended by the Staff Selection Commission a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection irrespective of their ranks in the order of merit at the examination.

9. Penalty for misconduct;- A candidate who is or has been declared by the Staff Selection Commission to be guilty of:-

(a) Obtaining support for his candidature by any means, or

(b) Impersonating, or

(c) Procuring impersonation by any person, or

(d) Submitting fabricated documents or documents which have been tampered with, or

(e) Making statements which are incorrect or false, or suppressing material information, or

(f) Resorting to any other irregular or improper means in connection with his candidature for the examination, or

(g) Using unfair means in the examination hall, or

(h) Misbehaving in the examination hall, or

(i) Attempting to commit or, as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses,

May in addition to rendering himself liable to criminal prosecution, be liable-

(A) to be disqualified by the Staff Selection Commission from the examination for which he is a candidate, or

(B) to be debarred either permanently or for a specified period-

(j) by the Staff Selection Commission from any examination or selection held by them;

(ii) by the central Government from any employment under them; and

(C) to disciplinary action under the appropriate rules.

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Section 05

THE CENTRAL SECRETARIAT CLERICAL SERVICE

(LOWER DIVISION GRADE QUALIFYING EXAMINATION FOR

GROUP D STAFF) REGULATIONS, 1969*

In pursuance of the provisions of sub-rule 4 of rule 12 of the Central Secretariat Clerical Service Rule, 1962 the Government of India in the Ministry of Personnel, Public Grievances and Pensions hereby makes the following regulations, namely:-

1.Short title and commencement -(1) These regulations may be called the Central Secretariat Clerical Service (Lower Division Grade Qualifying Examination for Group 'D' Staff) Regulations, 1969.

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

2.Definitions- (1) In these regulations, unless the context otherwise requires-

(a)**crucial date** means-

(i) first day of January of the year if the examination is notified to be held on or after 1st July of that year.

(ii) first day of August of the year if the examination is notified to be held on or after 1st July of that year.

(b)**available vacancies** means the vacancies in the Lower Division Grade of the Service which are decided to be filled on the results of an examination;

(c)**examination** means a qualifying examination held by the Staff Selection Commission for the appointment of Group 'D' employees to the Lower Division Grade of the Central Secretariat Clerical Service;

* Published with the Government of India, Ministry of Home Affairs Notification No.9/5/68-CS.II (ii) dated the 30th April, 1969 as amended from time to time.

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(d)**Regularly appointed Group 'D' employees** means an employee appointed in any of the Ministries or Departments or attached offices participating in the Central Secretariat Clerical Service on a regular basis according to the prescribed procedure;

(e) **Scheduled Castes and Scheduled Tribes** shall have the meanings assigned to them by clause (24) and (25) respectively of article 366 of the Constitution of India.

(2) Words and expressions used in these regulations and not defined but defined in the Central Secretariat Clerical Service Rules, 1962, shall have the meanings respectively assigned to them in the said rules.

3. Holding of the examination-(1) The examination shall be conducted by the Staff Selection Commission in the manner notified from time to time by the Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(2) The dates on which and the places at which the examination shall be held, shall be fixed by the Staff Selection Commission.

4. Conditions of eligibility etc.-(1) Any permanent or regularly appointed temporary Group D employee who satisfies the following conditions shall be eligible to appear at the examination: -

(a) **Length of service-** He should have on the crucial date, rendered not less than five years' approved and continuous service as a Group 'D' employee or in any higher grade.

Note 1. The limit of five years of approved and continuous service will also apply if the total recognizable service of a candidate is partly as a Group D employee in any Ministry or office

participating in the Central Secretariat Clerical Services and partly elsewhere in an equivalent or higher grade.

Note 2. Group 'D' employee who are on deputation to ex cadre posts with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible. A group 'D' employee who has been appointed to an ex-cadre post or to another Service on transfer and continues to have a lien in the Group 'D' post for the time being will also be eligible to be admitted to the examination, if otherwise eligible.

#Modified provision vide Department of personnel and Training Notification No. 12/3/93-CS.II dated 22.11.95- Published in the Gazette of India vide GSR No. 540 dated 9th December, 1995 --45--

(b) **Age**-He should not be more than 50 years of age on the crucial date:

Provided that the upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

(c)

Educational qualifications- He must have passed the Matriculation Examination of a Board or University established or incorporated by or under a Central Act, a provincial Act or a State Act, Or otherwise possess any qualifications recognised by the Central Government as equivalent thereto:

Provided that in exceptional cases, a candidate who, though not possessing any of the qualifications specified in this clause, may be treated by the Staff Selection Commission qualified if he has passed such examinations conducted by any other institution as are in the opinion of the Staff Selection Commission of a standard sufficient to justify his admission to the examination.

(2) Omitted

(3) **Fees**: - He shall pay such fees as may be specified from time to time by the Staff Selection Commission;

Provided that candidates belonging to the categories indicated in column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in column (2) of the said Table.

TABLE

Such proportion of the fees subject to such conditions as may be specified in the orders issued by the Central Government from time to time.

(1)	(2)
<p style="margin-left: 22.5pt; text-align: justify; text-indent: -22.5pt;">(a) Candidates belonging to the Scheduled Castes and Scheduled Tribes.</p>	<p>One-fourth of the fees specified from time to time.</p>
<p>(c) Candidates belonging to various classes or categories of persons notified from time to time by Government for exemption or concessions or both in fees.</p>	

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(4) Special provision regarding eligibility of Group 'D' employees joining military service on account of the Emergency-Protection shall be afforded to Group 'D' employees who because of their having joined, or having been called up for, military service during the last emergency, cannot appear in the examination in the manner prescribed from time to time by the Central Government in the Department of Personnel and Training in this behalf.

5. Omitted.

6. Decision as to eligibility- The decision of the Central Government in the Department of personnel and Training as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the said Commission shall be admitted to the examination.

7. Results-(1) The names of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the results of the examination shall be arranged in a single list on the basis of their seniority in the parent Group 'D' post, and subject to the provisions of sub-regulation (3) of regulation 8 they shall be recommended for appointment in that order upto the number of appointments decided to be made.

Note 1: Where there are more than one grades in Group 'D', the employees holding posts in a higher grade should rank as seniors to other in the lower grades.

Note 2: In case more number of candidates than the number of vacancies available under clause (a) of sub-rule (1) of rule 12 of the Central Secretariat Clerical Service Rules, 1962 qualify at the examination conducted by the Staff Selection Commission, such excess candidates shall be considered for filling the vacancies arising in the subsequent years so that the candidates qualifying

at an earlier examination being considered for appointment before those qualifying at a latter examination.

(2)The form and manner of communication of the results of the examination to individual candidates shall be decided by the Staff Selection Commission who shall not enter into any correspondence with the individual candidates regarding results.

8. Appointments -(1) Success in the examination confers no right to selection unless the cadre Authority is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in Service, is suitable in all respect for selection;

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provided that the decision as to whether a particular candidate recommended for selection by the Commission is not suitable shall be taken in consultation with the Department of Personnel and Training.

(2) No candidate shall be appointed to the Lower Division Grade of the Service unless, he is, after such medical examination as the Central Government in the Department of Personnel and Training may prescribe, found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the Service.

(3) Save as provided in sub-regulation (4) of this regulation, appointments to the Lower Division Grade of the Service on the results of the examination shall be made to the extent of the available vacancies in the order of seniority of the candidates in Group'D' as recommended by the Staff Selection Commission for appointment, subject to the reservations for the candidates of the Scheduled Castes and Scheduled Tribes , ex-servicemen and physically handicapped persons, in accordance with the orders issued from time to time by the Central Government in the Department of Personnel and Training in the behalf, but unfilled vacancies shall not be carried over to the next year.

(4) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes, or ex-servicemen or physically handicapped persons who are considered by the Staff Selection Commission to be suitable for appointment on the results of the examination with due regard to the maintenance of efficiency of administration shall be eligible to be appointed to the vacancies reserved for them irrespective of their seniority in Group D .

(5) (i)candidates shall have to pass if not already passed one of the periodical type-writing tests in English or Hindi held by Staff Selection Commission at a minimum speed of 30 words in English or 25

words in Hindi, per minute within a period of one year from the date of appointment, failing which no annual increments shall be allowed to them until they have passed the said test.

(ii) Candidates who do not pass the said type-writing test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to Lower Division Grade.

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(iii) Notwithstanding anything contained in clauses (i) and (ii) above, a candidate, who has been declared by the competent medical authority, i.e., the Civil Surgeon, to be permanently unfit to pass the type-writing test because of a physical disability, may in consultation with the Department of Personnel and Training be exempted from the requirement of passing the type-writing test and, in the event of **his** being so exempted, the provisions of clauses (i) and (ii) shall cease to be applicable to **him** from the date of such exemption.

(iv) Candidates, who had already passed or may pass the said test within a period of six months from the date of appointment will however be granted the first increment after six months instead of one year's service which will be absorbed in the subsequent regular increments. This concession is applicable to the candidates who will qualify in the examination to be held in 1969 and 1970.

(v) Omitted vide DP&AR Notification No.8/19/74-CS.II dated 31.1.1976.

9Penalty for misconduct- A candidate who is or has been declared by the Staff Selection Commission to be guilty of:-

(a) Obtaining support for **his** candidature by any means, or

(b) Impersonating, or

(c) Procuring impersonation by any person, or

(d) Submitting fabricated documents or documents which have been tampered with, or

(e) making statements which are incorrect or false, or suppressing material information, or

(f) resorting to any other irregular or improper means in connection with **his** candidature for the examination, or

(g) using unfair means in the examination hall, or

(h) misbehaving in the examination hall, or

(i) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses,

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may in addition to rendering himself liable to criminal prosecution, be liable-

(A) to be disqualified by the Staff Selection Commission from the examination for which he is a candidate, or

(B) to be debarred either permanently or for a specified period-

(j) by the Staff Selection Commission from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(C) to disciplinary action under the appropriate rules.

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SECTION 06

THE CENTRAL SECRETARIAT CLERICAL SERVICE

(PREPARATION OF COMMON SENIORITY LISTS) REGULATIONS, 1971*

In pursuance of rule 22 read with clause (hh) of rule 2 of the Central Secretariat Clerical Service Rules, 1962, the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions hereby makes the following regulations, namely:-

1.Short title and commencement- These regulations may be called the Central Secretariat Clerical Service (Preparation of common Seniority Lists) Regulations, 1971.

2.Definitions - In these regulations, unless the context otherwise requires:-

(a) **Competitive examination** in relation to a grade of the Service means the competitive examination held by the commission or by the Staff Selection Commission for direct recruitment to that grade:

(b) **Government** means the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions

(c) **Rules** means the Central Secretariat Clerical Service Rules, 1962.

(d) **Words and expressions** used in these regulations and not defined but defined in the rules shall have the meanings respectively assigned to them in the rules.

3.Preparation of the common seniority lists- (1) Common seniority lists of officers of the Upper Division Grade and the Lower Division Grade, respectively, of all cadres who have rendered not less than five years' and eight years' approved service in their respective Grade shall be prepared for each of the two Grades as on the 1st January of every year.

(2) Subject to their inter se seniority in their respective cadre being maintained, the names of officers of the same Grade shall be arranged in a single List, in the following order, namely: -

*Published with the Government of India, Departmental of Personnel & Admn. Reforms Notification No.9/4/69-CS.II dated the 14th April, 1971, as amended from time to time.. --51--

I -UPPER DIVISION GRADE

#(a)officers appointed on regular basis to the Grade before the appointed day shall be arranged in the order of their seniority in that Grade as on the appointed day.

#(b)In the combined list, the names of officers appointed under clause (b) of sub-regulation (1) of regulation (2) in the Third Schedule to the Rules shall be arranged by placing each other immediately above the senior most officer who was appointed to the Grade under clause (a) of sub-regulation (1) of Regulation 2 of the said Schedule who is junior to him in his cadre.

II - LOWER DIVISION GRADE.

(a)Officers appointed regularly to the Grade before the appointed day shall be arranged in the order of their seniority in that grade as on the appointed day.

(b)Other officers appointed to the Grade on the results of the competitive examination shall be arranged according to their order of merit in the examination, those appointed from an earlier examination being placed above those appointed from a later examination. Persons appointed to the Grade on a regular basis under the proviso to clause (b) of sub-rule (1) of rule 12 of the rules shall be placed in each case below the officers appointed to the Grade on the results of the competitive examination, who are senior to them in their respective cadres.

4.Power to relax-- Where the Central Government is of 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 provision of these rules with respect to any class or category of persons or posts.

Modified/Amended vide Department of Personnel & Training Notification No. 12/3/93 - CS. II dated the 22nd November, 1995,- Published in the Gazette of India vide GSR No. 542 dated 9th December, 1995.



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