

F. No. A-12035/02/2023-A(P & T)
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)
Administration Division

Room No. 705 'A' Wing,
Nirman Bhawan, New Delhi
Dated the 20th Feb, 2023

Subject: Amendment of Recruitment Rules for the post of Upper Division Clerk, General Central Service, Group 'C', Non-Gazetted, Ministerial post in Ministry of Micro, Small and Medium Enterprises, Micro, Small and Medium Enterprises-Development Organization.

I am directed to invite attention to the DoP&T's OM issued vide F. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015 to put the proposal for framing/amendment of Recruitment Rules on the website of the respective Ministries/ Department for 30 days for inviting comments of the stakeholders. Therefore, the above-mentioned RRs are uploaded on the website of this department.

2. In view of above, it is requested to all concerned persons, who are working under O/o DC (MSME), Ministry of MSME or any way associated with aforesaid draft Recruitment Rules may kindly furnish their comments/ opinion/ suggestion in the matter within 30 days from the date of issue of the draft notification by e-mail at estt-hqrs@dcmsme.gov.in.

G.K.J.
20 Feb 2023
(Pankaj Kumar Jha)
Deputy Director (Admin)
Ph. 011-23061472

To,

All concerned; Field offices (including Hqrs);

Copy to:-

1. PPS to AS&DC(MSME);
2. PA to ADC(Admin), O/o DC(MSME);
3. Joint Director (SENET), with the request to place the Draft Recruitment Rules on the official website of O/o DC (MSME) to seek comments/ objections/ suggestions of all the stakeholders.

G.S.R. —In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of Ministry of Micro, Small & Medium Enterprises, Group 'C' post, Recruitment Rules, 2012, except as respects thing done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Upper Division Clerk in the Ministry of Micro, Small and Medium Enterprises, Micro, Small and Medium Enterprises-Development Organization namely:--

1. Short title and commencement.—(1) These rules may be called the Ministry of Micro, Small and Medium Enterprises, Micro, Small and Medium Enterprises-Development Organization, Upper Division Clerk, Recruitment Rules, 2023.

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

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

3. Method of recruitment, age limit, qualifications etc.—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 13 of the said Schedule.

4. Disqualification.—No person,--

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

Or,

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

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

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

6. Saving.—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-servicemen, Other Backward Classes and other

special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Name of the post	Number of posts	Classification	Scale of Pay	Whether selection-cum-seniority or selection by merit
1	2	3	4	5
Upper Division Clerk	315*(2023) *Subject to variation dependent on work load	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay Matrix: Level-4 (As per 7th CPC)	Selection
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and other educational qualification prescribed for direct recruits apply to promotes	Period of probation, if any	Method of recruitment, whether by Direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods
6	7	8	9	10
Between 18 and 27 years. Relaxable for Government Servants upto five years in accordance with instructions or orders issued by the Central Government. Note; The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing	Essential: Bachelor's Degree or equivalent from a recognized University or Institution.	Not Applicable	Two years for Direct Recruits. 'Nil' for promotees.	50% by direct recruitment; 40% by promotion failing which by deputation; and 10% by Limited Departmental Competitive Examination (LDCE)

<p>date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahaul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep</p>				
<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation/absorption to be made</p>	<p>If a Departmental Promotion Committee exists, what is its composition</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>		
<p>11</p>	<p>12</p>	<p>13</p>		
<p>Lower Division Clerk in the Level-2 as per 7th CPC with eight years of regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of</p>	<p>Group 'C' Departmental Promotion Committee (for considering promotion and confirmation) consisting of :</p> <ol style="list-style-type: none"> 1. Director/Joint Director-Chairman 2. Deputy Director - Member 3. Assistant Director Grade I (In-charge Administration) - Member 	<p>Not Applicable .</p>		

the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service

Deputation:

Officers of Central Government/ State Government/ UTs:

(i) holding analogous post on regular basis; or

(ii) with eight years service in the grade of Lower Division Clerk or equivalent.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by

promotion.

Note 2: The maximum age limit for appointment by deputation shall be "Not exceeding 56 years" as on the closing date of receipt of applications.

Limited Departmental Competitive Examination (LDCE): Lower Division Clerk of MSME-DO in the Level-2 as per 7th CPC with five years of regular service in the grade.