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## भारतीय आयुर्विज्ञान अनुसंधान परिषद

### INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )

DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE )

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No.16/95/2009-Admn.II

Dated: 25.6.2013

To

The Directors/Director-in-charge of  
all Institutes/Centres of ICMR

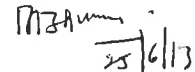
Subject:- Revised Recruitment Rules for the post of Lower Division Clerk –

Sir/Madam,

In continuation of this office letter No.16/58/95-Admn.II (Pat.I) dated 31.5.2000, wherein Recruitment Rules for Group B, C and D Administrative (Ministerial cadrer) staff of ICMR were forwarded. The revised Recruitment Rules for the post of Lower Division Clerk, as per model RRs of DOP&T, as approved by the Competent Authority of the Council is enclosed for strict compliance. Revised RRs for other posts of Group B & C post will be issued separately.

This issues with the approval of the Competent Authority.

Yours faithfully

  
25/6/13

(Bharat Bhushan)  
Administrative Officer  
For Director General

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1. Name of the Post	Lower Division Clerk
2. No. of Posts	145* (Subject to variation depending on work load) *Year of framing RRs
3. Classification	Group C Non-Gazetted/Ministerial
4. Scale of Pay	Pay Band-1, Rs.5200-20200 Grade Pay 1900
5. Whether Selection post or non-selection post	Selection under DR/LDCE
6. Whether the benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 admissible	Not Applicable
7. Age limit for Direct Recruits	Between 18 and 27 years of age (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). In case of SC/ST/OBC candidates as per Govt. rules  Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)
8. Educational and other qualifications required for direct recruits	(i) 12 <sup>th</sup> Class or equivalent qualification from a recognised Board or University.  (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter  Or  A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.  (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Yes, to the extent indicated in Column 11

10. Period of Probation, if any	Two years	
11. Method of recruitment	<p>(i) 85% by direct recruitment through SSC. (The words “through SSC” may be deleted where recruitment is not through SSC).</p> <p>(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs.1800 and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST).</p> <p>Note: If more of such employees than the number of vacancies available under Clause (ii) qualify at the examination, such excess number of 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.</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group ‘C’ employees who have 3 years regular service in posts with the Grade Pay of Rs.1800.</p>	
12. In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	As stated in Col. 11	
13. Circumstances in which UPSC is to consulted in making recruitment	Not Applicable	
Composition of Selection Committee/D.P.C.	<p>Chairman</p> <p>Member II</p> <p>Member III</p> <p>Member IV</p> <p>Member V</p> <p>(One woman member may be nominated either external or SC/ST representative.)</p>	<p>Sr. DDG(A) for ICMR Hqrs. and Director / Director-in-Charge of Institutes / Centres or their nominee</p> <p>Sr. A.O/A.O. equivalent from Central Govt. offices/orgn or Academic Institutes</p> <p>ADG(A)/Sr.A.O./AO equivalent from ICMR institute/centre/ICMR Hqrs.</p> <p>Representative from SC/ST category</p> <p>One representation from Minority Community.</p>