

Government of India
Ministry of Urban Affairs and Employment

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New Delhi, the 10th Feb., 1999.

NOTIFICATION

GSR.____. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Works and Housing (Record Keeper) Recruitment Rules, 1981 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Record Keeper in the Ministry of Urban Affairs and Employment, namely :-

1. Short title and commencement.-(1) These rules may be called the Ministry of Urban Affairs and Employment (Record Keeper) Recruitment Rules, 1999.

(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 the said post, its classification and the scale of pay attached thereto shall be as specified in column 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, educational qualifications and other matters relating thereto shall be as specified in columns 5 to 14 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 orders, for reasons to be recorded in writing,

and in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

‘Schedule’

(No.A-12023/3/90-Admn.IV)

(K.K. GUPTA)

Under Secretary to the Government of India

THE SCHEDULE

Name of Post	Number of Post	Classification	Scale of Pay (Rs)	Whether selection cum seniority or selection-by merit	Age limit for direct recruits	Whether benefit of added years of service admissible under rule 30 of Central Civil Service (Pension) Rules 1972.
1.	2.	3.	4.	5.	6.	7.
Record Keeper	1* (1999) *(Subject to variation dependant on work load)	General Central Service Group 'C' Non-Gazetted Non-Ministerial	Rs.2750-70-3800-75-4400.	Selection Post	Not applicable	Not applicable

Educational
and other
qualifications
required for
direct recruits

Whether age and
educational
qualifications
prescribed for direct
recruits will apply
in the case of promotees

Period of
probation,
if any

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

8.

9.

10.

11.

Not
applicable

Not
applicable

Not
applicable

By promotion

In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption To be made	If a Department Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12.	13.	14.

Promotion from the Grade of Daftries
(Both Selection Grade and Ordinary
Grade) having the following qualificat-
ions:-

Essential

- (1) Middle Standard pass; and
- (2) Minimum service of 6 years
as Daftry (Ordinary Grade) or
four years as Daftry (Selection
Grade) rendered after appointment
thereto on a regular basis

Desirable :

Capable of handling routine clerical jobs in
Hindi and English.

Group 'C' Departmental Promotion Committee
consisting of the following :-

- (1) Director/Deputy Secretary (Administration),
Ministry of Urban Affairs and Employment ... Chairman
- (2) Director of Estates-II,
Directorate of Estates,
Ministry of Urban Affairs and Employment ... Member
- (3) Joint Director (Administration),
Directorate of Printing,
Ministry of Urban Affairs and Employment ... Member

Not Applicable

