

No.Q/CAD/798/01/2020
Ministry of External Affairs
Cadre Cell

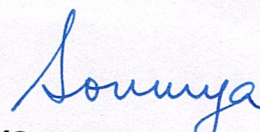
04 March, 2021

OFFICE MEMORANDUM

Subject: Inviting comments on the proposed Draft Ministry of External Affairs Hostel, **Upper Division Clerk, Group 'C' Post** Recruitment Rules, 2021.

The Ministry of External Affairs proposes to amend Ministry of External Affairs Hostel, Recruitment Rules 1985 for the post of Upper Division Clerk.

2. Accordingly, all stakeholders, viz Ministries/Departments, Service Associations and individual Officers may submit their comments on the RRs within 30 days from the issue of this OM. The comments may also be furnished via email at uscadre@mea.gov.in.



(Soumya Gupta)
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[To be published in the Gazette of India Part II, Section 3, Sub-section (i)]

Government of India
Ministry of External Affairs

NOTIFICATION

New Delhi, the February, 2021

G.S.R .- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of External Affairs Hostel (Group C) Recruitment Rules, 1974 in so far as they relate to the post of **Upper Division Clerk (SI. No.5)**, 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 **Upper Division Clerk** in the Ministry of External Affairs Hostel, namely:-

1. **Short title and commencement.-** (1) These rules may be called the Ministry of External Affairs Hostel, **Upper Division Clerk, Group 'C' Post Recruitment Rules, 2021.**

(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of posts, classification, and level in the pay matrix.-** The number of post, its classification and level in the pay matrix 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 posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid 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 posts :
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 required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.

SCHEDULE

Name of post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Upper Division Clerk	1* (2021) *Subject to variation depending on workload.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the pay matrix Rs. 25500-81100.	Non-selection.	Not applicable.	Not applicable.	Not applicable.

Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(9)	(10)	(11)	(12)	(13)
Not applicable	By Promotion failing which by 'transfer on deputation'	Promotion: Reception Attendants/Head Attendants with 13 years of regular service in the Grade. Transfer on deputation: Persons holding analogous posts in the Central Government offices. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not exceed 3 years).	Departmental Promotion Committee (for considering promotion) consisting of:- 1. Director in charge of Administration - Chairman 2. Under Secretary/Deputy Secretary (Administration), to be nominated by Joint Secretary (in charge of administration) - Member 3. Under Secretary, to be nominated by Joint Secretary (in charge of administration) - Member	Not applicable.

[F.No. Q/CAD/798/01/20]

(G Balasubramanian)
Joint Secretary to the Government of India