

File No.-A-12014/22/2020-D  
Government of India  
Ministry of Health and Family Welfare  
Central Drug Standard Control Organization

**Public notice on draft Recruitment rules for the post of Lower Division Clerk Central Drugs Laboratory, Kolkata**

In compliance with DOPT's OM No. Ab-14017/61/2008-Estt(RR) dated 13.10.2015, the draft Recruitment Rules for the post of **Lower Division Clerk in Central Drugs Laboratory, Kolkata** is annexed.

The stakeholders interested in making any objections/comments or suggestions on the draft Recruitment Rules may do so in writing within a period of 30 days from the date of publication of draft Recruitment Rules to Shri T. Baite, Section Officer, CDSCO(HQ), Dte.GHS, M/o Health and Family Welfare, Room No. 234, FDA Bhawan, CDSCO, New Delhi – 110002 or e-email address: *t.baite12@nic.in/admn.drugs@cdsco.nic.in*

Digitally Signed by Amit  
Kumar  
Date: 26-11-2021 14:20:28  
Reason: Approved

(Amit Kumar)  
Deputy Director(Admin.)  
CDSCO(HQ)

New Delhi

Dated: 26.11.2021

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Government of India  
Ministry of Health and Family Welfare

NOTIFICATION

New Delhi, the .....2021

G.S.R.....— In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Central Drugs Laboratory, Calcutta (Class III and Class IV Posts) Recruitment Rules, 1972 in so far as they relate to the post of Lower Division Clerk, except as respect 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 Lower Division Clerk in Central Drugs Laboratory, Kolkata under Central Drugs Standard Control Organization, Ministry of Health and Family Welfare namely:—.

1. Short title and commencement. – (1) These rules may be called the Ministry of Health and Family Welfare, Central Drugs Standard Control Organization, Central Drugs Laboratory, Kolkata Lower Division Clerk (Group 'C' Post) Recruitment Rules, 2020.

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

2. Number of post, classification, level in the pay matrix or pay scale.— The number of the said post, its classification and the level in the pay matrix or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age- limit, qualification, etc.— The method of recruitment age-limit, qualification and other matters relating to the said post 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 reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of the post.	Number of posts.	Classification.	Level in the pay matrix.
(1)	(2)	(3)	(4)
Lower Division Clerk.	06* (2021) *subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level-2 (Rs.19900-63200.) in the pay matrix.

Whether selection post or Non-selection post.	Age limit for direct recruits.
(5)	(6)
Non-Selection.	Between 18 and 27 years (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government).  Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications).

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.
(7)	(8)
i. 12 <sup>th</sup> Pass or equivalent qualifications from a recognized Board or University. ii. One year Certificate course in Computer Applications obtained from recognized Board/University/Institute. iii. A computer typing speed of 35 words per minute in English or 30 words per minute in Hindi (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of five key depressions for each word).	Yes, to the extent indicated in Column No. 10.

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.
(9)	(10)
Two years for direct recruits.	<p>(i) 85% by direct recruitment through Staff Selection Commission.</p> <p>(ii) 10% of the vacancies shall be filled from amongst the Multi Tasking Staff (MTS) of Central Drugs Laboratory, Kolkata in level-1 (Rs. 18000-56900/-) in the pay matrix (as per 7<sup>th</sup> CPC) who possess 12<sup>th</sup> Class passed or equivalent qualifications and have rendered three years regular service in the grade, on the basis of Departmental qualifying Examination. The maximum age limit for eligibility for examination is forty-five years (fifty years of age for the Scheduled Castes/Scheduled Tribes).</p> <p>Note: If more of such employees than the number of vacancies available under this clause qualified 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 Multi Tasking Staff (MTS) of Central Drugs Laboratory, Kolkata who have three years of regular service in the posts of level-1 (Rs. 18000-56900/-) of the pay matrix.</p> <p>Note: Where junior who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility services by more than one year and have successfully completed their probation period, if prescribed.</p>

In case of recruitment by promotion /deputation/ absorption grade from which promotion /deputation /absorption to be made
(11)
As stated in Column 10.

If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Services Commission is to be consulted in making recruitment.
(12)	(13)
Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of : — 1. Director, Central Drugs Laboratory, Kolkata — Chairman. 2. Deputy Drugs Controller (India), Central Drugs Standard Control Organization, East Zone, Kolkata/Deputy Director, Central Drugs Laboratory, Kolkata — Member. 3. Senior Scientific Officer / Pharmaceutical Chemist / Bacteriologist / Biochemist/ Pharmacologist / Junior Administrative Officer in Central Drugs Laboratory, Kolkata — Member.	Not applicable.

[F.No. A-12014/22/2020-D

(Bikash R Mahato)  
Under Secretary to the Government of India