

No. M-28018/10/2022-IP&MC
Government of India
Ministry of Information & Broadcasting
IP&MC Section

Shastri Bhawan, New Delhi
Dated: 22.12.2025

To

All Stakeholders

Subject: Amendment of Recruitment Rules (RRs) for the post of Clerk Grade-II in Publications Division -reg.

Sir/Madam,

I am directed to say that this Ministry is in the process of amending the Recruitment Rules for the post of Clerk Grade-II in Publications Division, M/o Information & Broadcasting.

2. DoP&T, vide its O.M. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015, has mentioned that before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their Subordinate and Attached Offices, the proposed amendments/revision in the Recruitment Rules would have to be put on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

3. In view of the above, all the stakeholders are requested to send their Comments on the draft RRs for the said post (enclosed) via e-mail at ipmc.inb@nic.in within 30 days from the date of issue of this letter.

Encl.: As Above.

Navin Kumar Rajak

(Navin Kumar Rajak)

Under Secretary to the Government of India
Tel. 2338 5795

To,

- ✓ 1. *PC* NIC Cell, Ministry of I&B, Shastri Bhawan with the request to upload this letter on the website of the Ministry of Information & Broadcasting under the head 'Notice board'.
2. DG, DPD – With the request to upload the draft RRs for the post of Clerk Grade-II in DPD on the website of DPD for 30 days.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION (i)]
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING

DRAFT NOTIFICATION

New Delhi, the 2025

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 Information and Broadcasting, Publications Division (Class III posts) Recruitment Rules, 1970, in so far as they relate to the post of *Clerk Grade-II* 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 Clerk Grade-II in Publications Division in the Ministry of Information and Broadcasting, namely:-

1. **Short title and commencement.**- (1) These rules may be called the Publications Division, Clerk Grade-II (Group 'C' post) Recruitment Rules, 2025.

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

2. **Number of post, classification and level in the pay matrix.**- The number of the said post, its classification and the level in the pay matrix relating 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, age-limit, educational qualifications and other matters relating to the said post, 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 a 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 and 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. **Savings.**- 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, 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 Post	No. of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection-cum-seniority or selection by merit or non-selection post	Age limit for Direct Recruitment	Educational and other qualifications required for direct recruits
1.	2	3	4	5	6	7
Clerk Grade - II	26 (2025)* Subject to variation depending on work load	General Central Service Group 'C' Non-Gazetted, Ministerial	Level 2 of Pay Matrix (Pre-revised: Pay scale of PB-I, Rs.5200-20200 + GP 1900)	Non-selection	Between 18 and 27 years of age (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 SSC, crucial date for determining the	Essential : i. 12th Class or equivalent qualification from a recognized Board or University ii. 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)

					age limit shall be the last date for receipt of applications.)	

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Methods of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made	If a DPC exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
8	9	10	11	12	13
Yes, to the extent indicated in Col. 10.	2 years	<p>(i) 85 % by direct recruitment through SSC. (The words "through SSC" may be deleted, where recruitment 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 12th pass or Class equivalent qualification rendered and have 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</p>	As stated in Col. 10.	<p>Departmental Promotion Committee</p> <p>1. Director/Joint Director , Chairman</p> <p>2. Deputy Director (Admn.), Member</p> <p>3. Deputy Director, CBC</p>	Not applicable

		<p>available under Clause (ii) 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 Group C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800.</p>			
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The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi (along with Hindi Version)

Copy to :

Joint Director, Publications Division, Soochna Bhavan, New Delhi
Department of Personnel & Training (Estt : RR Section) North Block, New Delhi
Chief Librarian, Lok Sabha Secretariat (5 copies)

Annexure III

Form to be filled by the Ministry/Department while forwarding proposals to the Ministry of Home Affairs (Department of Personnel & Admn. Reforms) and the Union Public Service Commission for amending approved Recruitment Rules.

1.	Name of post	CLERKS GRADE II
2.	Name of Ministry/ Department	PUBLICATIONS DIVISION, MINISTRY OF INFORMATION & BROADCASTING
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	M/o I&B Notification No. A.12018/3/70-Admn. I

Column No, of the Schedule	Provisions as per existing Recruitment Rules	Provision as per revised Recruitment Rules	Reasons for the revision proposed
1.	2	3.	4.
1	Name of the post: Clerks Grade-II	Name of the post: No Change	--
2.	No. of posts : 51 (Fifty One)	No. of posts : 26 (Twenty Six)	As per present requirement in DPD

3.	Classification: General Central Service Group 'C', (Non-Gazetted) Ministerial	Classification: No Change	--
4.	Scale of pay: Rs.260-06-290-EB-06-326-8-366- EB-390-10-400 (3 rd CPC) Rs.950-20-1150-EB-25-1500 (4 th CPC) Rs.3050-75-3950-80-4590 (5 th CPC)	Scale of pay: Level 2 of pay matrix (Pre-revised: Pay scale of PB-I, Rs 5200- 20200+GP 1900)	Pay scale has been revised as per the recommendations of 7 th Central Pay Commission.
5.	Whether Selection post or non-selection post: Selection	Whether Selection post or non-selection post: Non-selection	To bring in line with GOI's instructions and Model recruitment rules.
6	Age limit for direct recruitment: Between 18 and 21 years (Relaxable for Govt. servant upto 35 years in accordance with the instructions or orders issued by Central Government from time to time). <u>Note:</u> The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.	Age limit for direct recruitment: Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) <u>Note:</u> 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.)	To bring in line with GOI's instructions and Model recruitment rules.
7.	Educational and other qualifications required for direct recruitment	Educational and other qualifications required for direct recruitment:	To bring in line with GOI's

	<u>Essential:</u> i. Matriculation or equivalent qualifications from a recognized University/Board. ii. Minimum speed of 30 words per minute in English typewriting or 25 words in Hindi/regional language, provided: a) that a person not possessing the said qualifications in typewriting may be appointed subject to the condition that he will not be eligible for drawing increments in pay scale or for quasi-permanency or for confirmation in the grade till he acquires a speed of 30 w.p.m. in typewriting.	<u>Essential:</u> i. 12th Class or equivalent qualification from a recognized Board or University ii. 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)	instructions and Model recruitment rules.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes: Not applicable	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes: Yes, to the extent indicated in Col. 10	To bring in line with GOI's instructions and Model recruitment rules.
9.	Period of probation, if any: Not applicable	Period of probation, if any: Two years	To bring in line with GOI's instructions and Model recruitment rules.
10.	Methods of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods: 90% by Direct Recruitment 10% by through a departmental	Methods of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods: (i) 85 % by direct recruitment through SSC. (The words "through	To bring in line with GOI's instructions and Model recruitment rules.

	<p>examination confined to Group 'D' employees borne on the regular establishment of the Publications Division who</p> <p>i) have passed the matriculation or equivalent examination;</p> <p>ii) do not exceed 40 years in age (provided that the age limit shall be relaxable upto 45 years in case of SC/ST departmental candidate) provided that in the first two examinations to be conducted under this scheme, the upper age limit shall be 45 years (50 years in the case of SC/ST departmental candidates); and</p> <p>iii) have completed five years continuous service on the date of examination.</p>	<p>SSC" may be deleted, where recruitment 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 12th pass or Class equivalent qualification rendered and have 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) 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. (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>	
11.	<p>In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made:</p>	<p>In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made:</p>	<p>To bring in line with GOI's instructions and Model recruitment rules.</p>

	Not applicable.	As stated in Col. 10	
12	If DPC exists, what is its composition: Not applicable	If DPC exists, what is its composition: Departmental Promotion Committee 1. Director/Joint Director , Chairman 2. Deputy Director (Admn.), Member 3. Deputy Director, CBC	--
13.	Circumstances in which UPSC is to be consulted in making recruitment. Not Applicable	Circumstances in which UPSC is to be consulted in making recruitment. Not Applicable	--

Name, Address and Telephone Numbers of the Ministry's representatives/
with whom these proposals may be discussed, if necessary, for clarification/
early decision:

- i. Sh. Naveen Kumar Rajak, US(IP&MC)
Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi, Phone No.23385587
- ii. Sh. Prem Bahadur Dy. Director (Admn.),
Publications Division, Soochna Bhawan, CGO Complex, New Delhi, Phone No.24366072

(Prem Bahadur)
Dy. Director (Admn.)