भारत सरकार
प्रकाशन विभाग
सूचना एवं प्रसारण मंत्रालय
सिविल लाईन्स, दिल्ली-110054
Website: www.deptpub.gov.in/ **egazette.nic.in**
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File No: Estt./LDC RRs/2026/98 Date: 27.10.2026

OFFICE MEMORANDUM

Subject: **Uploading of draft Recruitment Rules (RRs) for the post of Lower Division Clerk (LDC) on the Ministry's website for inviting comments from stakeholders – reg.**

In accordance with DoPT's O.M. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015; before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministry/ Departments and their Subordinate and Attached Offices, the proposed amendments/ revision in the Recruitment Rules would be put on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

2. 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 acop-dep@nic.in within 30 days from the date of uploading the draft RR on the website of Ministry of Information and Broadcasting.

3. This issues with the approval of JS (PSP).

Encl: As above

(Lucy Jyoti Beck)
Asstt. Controller (Admn.)

Assistant Controller(Admn.)
Department of Publication
Ministry of Information and Broadcasting
Civil Lines, Delhi-110054

To,

1. NIC Cell, Ministry of Information and Broadcasting, Government of India, Shastri Bhawan with the request to upload this O.M along with draft Recruitment Rules on the website of the Ministry as well as Notice Board of e-office.

TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (1) OF THE GAZETTE OF INDIA
DEPARTMENT OF PUBLICATION
MINISTRY OF HOUSING AND URBAN AFFAIRS

New Delhi, Dated.

G.S.R.: - In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Department of Publications, Ministry of Housing and Urban Affairs, Recruitment Rules, 2013 published in the Gazette of India, dated 28th February, 2013, in so far as it relates to the posts of **Lower Division Clerk**, 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 group 'C' non-gazetted post of Lower Division Clerk in the Department of Publication, Ministry of Housing and Urban Affairs, *namely:-*

1. Short title and commencement.-
i) These rules may be called the Department of Publication, Lower Division Clerk (Group 'C', non-gazetted) Recruitment Rules, 2026
ii) 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 post, its classification and the level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule annexed to these rules.

3. Method of Recruitment, age-limit and other qualifications etc.- The method of recruitment, age-limit, educational qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of schedule annexed to these rules.

4. Disqualifications. - No person:-
i) Who has entered into or contracted a marriage with a person having a spouse living, or
ii) 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 and 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, 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.

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SCHEDULE

Name of the post	Number of post	Classification	Level in pay matrix or pay scale
1	2	3	4
Lower Division Clerk	41 * (2026) *Subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted (Ministerial)	Level -2 of the Pay Matrix Rs.19900-63200

Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
5	6	7
Non-Selection	Between 18 and 27 years (relaxable for Government servants up to the age of 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 the recruitment is not through SSC, crucial date of determining age limit shall be the last date of receipt of application.	(i) 12th Class pass or equivalent qualification from a recognized Board or University. (ii) A Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/9000 key depressions per hour on an average of five key depressions for each word).
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 vacancies to be filled by various methods**
8	9	10
Yes, to the extent indicated in column (11)	Two years.	a) 50% by Direct Recruitment through Staff Selection Commission, b) 25% by promotion on seniority cum-fitness basis, failing which by direct recruitment through Staff Selection Commission. c) 25%, by Promotion through Limited

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		Departmental exam, failing which by direct recruitment through Staff Selection Commission.

In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	**If DPC exists, what is its composition**	**Circumstances in which UPSC is to be consulted in making recruitment**
11	12	13
(i) 25% of the vacancies shall be filled on seniority cum-fitness basis from Group 'C' Staff (MTS) in the pay level -1(Rs. 18,000-56,900) who have 3 years regular service in posts of the Level-1 (Rs. 18,000-56,900) of Pay Matrix, (ii) 25% of the vacancies shall be filled from amongst the Group 'C' Staff (MTS) in the pay level -1(Rs. 18,000-56,900) and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of Departmental qualifying examination conducted by Department Promotion Committee as detailed in column no. (12). The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST). **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.	Group:- C (Non-Gazetted) Departmental Promotion/Confirmation Committee:- 1. Controller of Publication: Chairman 2. Under Secretary of the Administrative Ministry - Member 3. Deputy Controller /Assistant Controller (Admn.) of Publication : Member	Not applicable

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