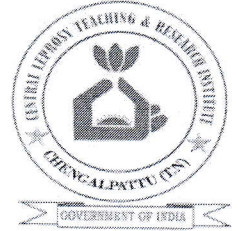




CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
केंद्रीय कुष्ठ रोग शिक्षण एवं अनुसंधान संस्थान
DIRECTORATE GENERAL OF HEALTH SERVICES
स्वास्थ्य सेवा महानिदेशालय
MINISTRY OF HEALTH AND FAMILY WELFARE
स्वास्थ्य और परिवार कल्याण मंत्रालय
GOVERNMENT OF INDIA
भारत सरकार



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F.2-1(3)/2022 Estt.

Dated: 18.11.2023

NOTIFICATION

Applications are invited from officers of the Central Government, State Government or Union Territories for the post of Upper Division Clerk (UDC) on Deputation basis.

Name of the Post : **UPPER DIVISION CLERK**
(General Central Service, Group 'C',
Non-Gazetted, Ministerial)
Number of Post : 2 (Two)
Pay Level : LEVEL-4 in the pay matrix (Rs.25,500 – 81,100/-).

1. Eligibility: (As per existing Recruitment Rule of the post)

- (i) Holding analogous post on a regular basis in the parent cadre or Department.
OR
(ii) With 8 years' service rendered after appointment to the post on regular basis in Level -2 (Rs.19,900-63,200/-) or equivalent in the parent cadre or Department.
(a) The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
(b) Similarly, the deputationists shall not be eligible for consideration for appointment by promotion

2. List of Duties and Responsibilities attached to the post of Upper Division Clerk at CLTRI are as under:

To deal with all Establishment, Accounts and Stores matters (i.e.).

1. Framing of Recruitment Rules.
2. Appointment of Group A, B, C & M.T.S Posts.
3. Maintenance of Personal files etc.
4. Maintenance of Pay Bill Registers.
5. Making entries in Service Books.
6. Matters related to R.T.I., Office Council meeting, Leave etc.,
7. Preparation Contingent Bills, Wages and Salary Bills.
8. Preparation of Papers related to financial up-gradation under MACPs, Pay fixation, Allowance etc.

9. Preparation of all types of Returns.
 10. Matter related to training & Conference.
 11. Matters related to Disciplinary Proceedings etc.
 12. Preparation of Pension Papers.
 13. Preparation of papers related to tender for Staff Canteen & washing linen and any other duties assigned by Superior from time to time.
3. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.
4. The Maximum age-limit for appointment by deputation shall be 'Not exceed 56 years' as on the closing date of receipt of application.
5. Regulation of pay and other terms of Transfer on deputation:-
The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M No.6/8/2009-Estt. (pay-II) dated 17.06.2010 as amended from time to time.

6. General Terms and Conditions

- (i) The deputation period may be curtailed at the discretion of the Director at any time.
- (ii) The posts carry usual allowances as admissible to Central Government Employees.
- (iii) The application of eligible and willing candidates for appointment to the said post may please be forwarded through proper channel to this office within 45 days from the date of publication of this advertisement in the Employment News/New paper/CLTRI official website whichever earlier.
- (iv) The application shall be neatly typed in the A4 sheet as per the annexure format and with all the relevant fields filled completely.
- (v) The application should clearly indicate the service particulars, experience and educational qualifications etc., as per the enclosed Format.
- (vi) Documents required (All copies of certificates / documents enclosed with the application should be attested by an officer not below the rank of the Head of Institution or equivalent).
 1. ACRs/APARs for the last five years.
 2. Experience Certificate.
 3. No Objection Certificate from parent Department / Organisation.
Vigilance clearance / Integrity Certificate from parent Department / Organisation.

4. Certificate of major / minor penalty imposed, if any, on the
5. Officer during the last ten years / entire service period, whichever is less.
6. Educational Qualifications.
7. Any other relevant certificate to the post of Upper Division Clerk.

(vii) The cadre Authorities may ascertain that the particulars sent by the officers are correct as per their service records.

(viii) Incomplete application(s) or Applications received without above mentioned documents are liable to be summarily rejected. Applications sent through Mail / Fax and after closing date for the receipt of application will not be accepted.

(ix) The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

(x) The Director, CLTRI is having the right to postpone or cancel the notification at any time without assigning any reason.

(xi) Please refer Recruitment Rule G.S.R. 46 dated 24th March 2022 to the post of Upper Division Clerk, Central Leprosy Teaching Research Institute, Chengalpattu for further reference.

(xii) The application with necessary enclosures may be sent through proper channel by post to, **"The Director, Central Leprosy Teaching & Research Institute, Chengalpattu, Chengalpattu District, Tamil Nadu, PIN- 603 001"**.

(xiii) For enquires contact 044-27426274(75).



DIRECTOR.
(ADDITIONAL CHARGE)

Application for the post of Upper Division Clerk on Deputation

1. Name :
2. Father / Husband Name :
3. Permanent Residential Address :
4. Age /Date of Birth :
5. Whether SC/ST/OBC/PH :
6. Educational Qualification :
7. Technical Qualification :
8. Service Particulars
- (a) Present post :
- (b) Department / Organisation :
9. Particulars of the past service :

(Paste Self
attested
Passport size
photograph)

Department / Office	Post held (Specify whether ad- hoc or regular)	Period		Scale of Pay of the post	Nature of Duty
		From	To		
1	2	3	4	5	6

10. Particulars of Experience (in Detail) :
11. Any other information :
12. Enclosures
- a. ACR/APAR (for 5years) : Yes / No.
- b. Certificates (Educational) : Yes/No
13. Address for communication with
 E-mail id and contact No. :

UNDERTAKING

I _____ hereby declare that all the statements made in this application are true and complete to the best of my knowledge & belief. I undertake that the department can take action against me or cancel my candidature without any intimation in case the declaration found to be guilty of furnishing wrong information or suppressing any facts.

Signature of Candidate.

Date:
Place:

(To be filled by the parent Office /Department)

Certified that the particulars furnished above by the candidate have been verified from his/her service records and found to be correct. It is also certified that no liability or vigilance case is either pending or contemplated against him/her. He/her ACRs (attested copies) are enclosed.

Date:

Signature of the Head of Office.

*All the fields are mandatory

अनुसंधान संस्थान, चेंगलपट्टु	- सदस्य	
4. प्रशासनिक अधिकारी, केन्द्रीय कुष्ठरोग शिक्षण और अनुसंधान संस्थान, चेंगलपट्टु	- सदस्य।	

[फा. सं ए-12018/12/2019-कुष्ठ]

शोरन सिंह, अवर सचिव

New Delhi, the 24th March, 2022

G.S.R. 46.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Central Leprosy Training and Research Institute, Chingleput, (Group C posts) Recruitment Rules, 1980, in so far as it relates to the post of Upper Division Clerk/Accountant, 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 Central Leprosy Teaching and Research Institute, Chengalpattu, namely:-

1. Short title and commencement. - (1) These rules may be called the Ministry of Health and Family Welfare, Central Leprosy Teaching and Research Institute, Chengalpattu, Upper Division Clerk (Group 'C' Post) Recruitment Rules, 2022.

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

2. Number of post, classification, level in pay matrix. - The number of said post, its classification and level in the pay matrix attached 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, qualifications 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,-

- who has entered into or contracted a marriage with a person having a spouse living; or
- 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, Other Backward Classes, the ex-Servicemen or any 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	Number of Post	Classification	Level in pay matrix	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Upper Division Clerk.	9* (2022) *subject to variation dependant on workload.	General Central Service, Group 'C' Non-gazetted, Ministerial.	Level-4 (Rs.25500-81100/-).	Non-Selection.

Age- limit for direct recruits.	Educational and other qualifications required for	Whether age and educational qualifications prescribed for	Period of probation, if any.
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	direct recruits.	direct recruits will apply in the case of promotees.	
(6)	(7)	(8)	(9)
Between 18 and 27 years of age. (The upper age-limit is relaxable for departmental candidate up to forty 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 (SSC). (Where recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications.)	1. Degree of a recognised University or equivalent. 2. A typing speed of 35 Words Per Minute in English and 30 Words Per Minute in Hindi only on computer. (35 Words Per Minute and 30 Words Per Minute correspond to 10500 Key Depression Per Hour /9000 Key Depression Per Hour on an average of 5 key depression for each word)	Not applicable.	Two years for direct recruits.

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.
(10)	(11)
By Promotion falling which by deputation and failing both by Direct Recruitment.	<p>By Promotion:-</p> <p>Lower Division Clerk in the level 2 (Rs.19900-63200/-) in the pay matrix. with eight years' regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, there senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>Officers of the Central Government, State Government or Union Territories:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with eight years service rendered after appointment to the post on regular basis in level 2 (Rs.19900-63200) or equivalent in the parent cadre or department.</p> <p>The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for</p>

	<p>appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed <u>three years.</u>)</p> <p>The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of applications).</p>
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If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of :-</p> <ol style="list-style-type: none"> 1. Additional Director, Central Leprosy Teaching and Research Institute, Chengalpattu - Chairman 2. Deputy Director (Epidemiology), Central Leprosy Teaching and Research Institute, Chengalpattu -Member 3. Assistant Director (Laboratory), Central Leprosy Teaching and Research Institute, Chengalpattu -Member 4. Administrative Officer - Member. <p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :-</p> <ol style="list-style-type: none"> 1. Deputy Director General (Leprosy), Directorate General of Health Services - Chairman 2. Deputy Director (Epidemiology), Central Leprosy Teaching and Research Institute, Chengalpattu -Member 3. Assistant Director (Laboratory), Central Leprosy Teaching and Research Institute, Chengalpattu -Member 4. Administrative Officer, Central Leprosy Teaching and Research Institute, Chengalpattu - Member. 	Not applicable.

[F. No. A-12018/12/2019-Lep]

SHORAN SINGH, Under Secy.