

संख्या / No. A-12018/1/2021-DQAD-CSW [E-41082]  
भारत सरकार / Government of India  
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय  
Ministry of Statistics and Programme Implementation

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खुर्शीद लाल भवन / Khurshid Lal Bhawan  
जनपथ, नई दिल्ली / Janpath, New Delhi  
दिनांक / Dated: 12/05/2023

**Public Notice No. A-12018/1/2021-DQAD-CSW [E-41082]**

Ministry of Statistics and Programme Implementation (MoSPI) seeks views / comments from all stakeholders on the enclosed Draft Recruitment Rules of Group 'C' posts of **Upper Division Clerk, Stenographer Grade – II, Lower Division Clerk, Staff Car Driver (Ordinary Grade) and Multi-Tasking Staff** in Data Processing Division (DPD) and Survey Design and Research Division (SDRD).

2. The views / comments on aforesaid Draft Recruitment Rules may be communicated to MoSPI through email at <[love.kush35@nic.in](mailto:love.kush35@nic.in)> within 30 days of issue of this Notice i.e. by 11/06/2023.

*Naveen*

(नवीन कुमार / Naveen Kumar)

अवर सचिव, भारत सरकार

Under Secretary to the Government of India

To,

All Stakeholders

Copy to: Joint Director, Computer Centre, East Block – 10, R. K. Puram, New Delhi  
with the request to upload this OM on the website of MoSPI under '*WHAT's NEW*' tab.

[TO BE PUBLISHED IN EXTRA ORDINARY IN THE GAZETTE OF INDIA, PART II,  
SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION

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**NOTIFICATION**

Dated: .... May, 2023

**G.S.R. ....** In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the National Sample Survey Organisation (Data Processing Division and Survey Design and Research Division) Group 'C' (Ministerial Posts) Recruitment Rules, 1987, 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 posts of Upper Division Clerk, Lower Division Clerk and Stenographer Grade - II in the Data Processing Division and Survey Design and Research Division, National Sample Survey Office, Ministry of Statistics and Programme Implementation, namely: -

1. **Short title and commencement.** - (1) These Rules may be called the Ministry of Statistics & Programme Implementation, National Sample Survey Office, Data Processing Division and Survey Design and Research Division, Upper Division Clerk, Lower Division Clerk and Stenographer Grade – II, Recruitment Rules, 2023.

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

2. **Application.** – These rules shall apply to the posts specified in Column (1) of the Schedule annexed to these rules.

3. **Number of posts, classification and level in the pay matrix.** - The number of 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.

4. **Method of recruitment, age-limit, qualifications, etc.** - The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in Columns (5) to (13) of the said Schedule.

5. **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 a marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **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 or persons.

7. **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.

### SCHEDULE

Name of post.	Number of posts.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Upper Division Clerk.	36* (2023) *(subject to variation dependent on workload).	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level-4 (₹25500 – ₹81100).	Non-Selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	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 method.
(6)	(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	Not applicable.	By promotion failing which deputation.

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.
(11)	(12)	(13)
<b>Promotion:</b> Lower Division Clerks in level- 2 (₹19900 – ₹63200) in the pay matrix with eight years of regular service in the grade rendered after appointment thereto on a regular basis and have successfully	Group 'C' Departmental Promotion Committee (for considering Promotion) consisting of :-  1. Deputy Director General (Administration), Data	Not applicable.

<p>completed training of two weeks in the field of Administration, Establishment, Accounts and financial rules from a recognized training institution.</p> <p><b>Deputation:</b> Officers of the Central/State Governments/Union Territories-</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre/Department; or</p> <p>(ii) With eight years service in the grade of Lower Division Clerk in level- 2 (₹19900 – ₹63200) or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing Bachelor Degree from a recognized University or equivalent.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation including period of deputation spent in any other 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. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as</p>	<p>Processing Division- Chairman;</p> <p>2. Director or Joint Director, Data Processing Division / Survey Design and Research Division- Member;</p> <p>3. An Officer of the rank of Deputy Director or Assistant Director from other offices of the Central Government- Member.</p>	
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on the closing date of receipt of applications.		
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(1)	(2)	(3)	(4)	(5)
Lower Division Clerk.	34* (2023) *(subject to variation dependent on workload).	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level-2 (₹19900 – 63200).	Non-Selection.

(6)	(7)	(8)	(9)
Between 18 and 27 years of age.  (Relaxable for Government servants up to the age of 40 years in case of General candidates and upto 45 years in the case of candidates belonging to the Scheduled Caste and Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time.)  <b>Note</b> – The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	(i) 12 <sup>th</sup> Class pass from a recognized Board or University, and  (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi only on computer. (35 word per minute and 30 word per minute corresponding to 10500 key depression per hour/9000 key depression per hour on an average of 5 key depression for each word).	Yes, to extent indicated in column (10).	Two years for direct recruits.

(10)	(11)	(12)	(13)
(i) Eighty five by direct recruitment through Staff Selection Commission.  (ii) Ten percent of the vacancies shall be filled from amongst the	As stated in Column (10).	Group 'C' Departmental Promotion Committee (for considering Promotion and Confirmation) consisting of:-  1. Deputy Director General (Administration),	Not applicable.

<p>Group 'C' staff in level-1 (₹18000 – 56900) in the pay matrix possessing 12<sup>th</sup> Class pass or equivalent qualification 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 45 years. (50 years of age for the Scheduled Caste / Scheduled Tribe).</p> <p><b>Note-1:</b> 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.</p> <p>(iii) Five percent of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have three years regular service in level-1 (₹18000 – 56900) in the pay matrix.</p>		<p>Data Processing Division- Chairman;</p> <p>2. Director or Joint Director, Data Processing Division / Survey Design and Research Division- Member;</p> <p>3. An Officer of the rank of Deputy Director or Assistant Director from other offices of the Central Government- Member.</p>	
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(1)	(2)	(3)	(4)	(5)
Stenographer Grade-II.	06* (2023) *(subject to variation dependent workload).	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level-4 (₹25500 – ₹81100).	Not applicable.

(6)	(7)	(8)	(9)
Between 18 to 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 advertised by the Staff Selection Commission.	(i) 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University.  (ii) Skill Test Norms:  <b>Dictation:</b> 10 minutes @ 80 w.p.m.  <b>Transcription:</b> 50 minutes (English) 65 minutes (Hindi) (Only on computer).	Not applicable.	Two years .

(10)	(11)	(12)	(13)
Direct Recruitment through Staff Selection Commission.  Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts or	Not applicable.	Group 'C' Departmental Confirmation Committee consisting of :-  1. Deputy Director General (Administration) Data Processing Division- Chairman;  2. Director or Joint Director, Data Processing Division / Survey Design and Research Division – Member;	Not applicable.

regular basis and possessing the qualifications prescribed for direct recruits at Column (7).		3. An Officer of the rank of Deputy Director or Assistant Director from other offices of the Central Government-Member.	
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[File No.: A-12018/1/2021-DQAD-CSW]

Naveen Kumar, Under Secretary



GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION  
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**NOTIFICATION**

Dated: ... May, 2023

**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 Statistics and Programme Implementation, National Sample Survey Office, Data Processing Division and Survey Design and Research Division, Staff Car Driver (Ordinary Grade) Recruitment Rules, 2012 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 Staff Car Driver (Ordinary Grade) in the Data Processing Division and Survey Design and Research Division, National Sample Survey Office, Ministry of Statistics and Programme Implementation, namely: -

1. **Short title and commencement.** - (1) These Rules may be called the Ministry of Statistics and Programme Implementation, Data Processing Division and Survey Design and Research Division, National Sample Survey Office, Staff Car Driver (Ordinary Grade), Recruitment Rules, 2023.

(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 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, -

(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 a marriage is permissible under the personal law applicable to such person and 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 or 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.

### SCHEDULE

Name of post.	Number of posts.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Staff Car Driver (Ordinary Grade).	04* (2023) *(subject to variation dependent on workload).	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level- 2 (₹19900 – ₹63200).	Not applicable.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(6)	(7)	(8)	(9)
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)  <b>Note 1:</b> The upper age limit prescribed may be relaxed in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes and other special categories of persons in accordance with the order issued from time	<b>Essential :</b> 1. Possession of a valid driving licence for motor cars. 2. Knowledge of Light Motor Vehicle (Car / Jeep / Three Wheeler) mechanism (the candidate should be able to remove minor defects in vehicle). 3. Experience of driving a light motor vehicle for atleast five years. 4. 10th pass from recognized board.  <b>Desirable:</b> Three years service as Home Guard / Civil Volunteers.	Not applicable.	Two years for direct recruits.

<p>to time by the Central Government.</p> <p><b>Note 2:</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Union territory of Ladakh, Andaman and Nicobar Islands or Lakshadweep. In the case of Recruitment through Employment Exchange, the crucial date for determining the age limit shall be the last date upto which Employment Exchange is asked to submit names.</p>	<p><b>Note 1:</b> The qualifications regarding experience are relaxable at the discretion of the competent authority.</p> <p><b>Note 2:</b> In case of candidates belonging to the Scheduled Caste or the Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>		
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<p>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.</p>	<p>In case of recruitment by promotion or deputation/ absorption grades from which promotion/ deputation/ absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
<p>(10)</p>	<p>(11)</p>	<p>(12)</p>	<p>(13)</p>
<p>By absorption, failing which by transfer on deputation and failing both by direct recruitment through open competitive</p>	<p><b>By absorption:-</b> By absorption on the result of a test in driving designed to adjudge suitability for the post</p>	<p>Group 'C' Departmental Confirmation Committee (for considering</p>	<p>Not applicable.</p>

<p>examination conducted by Headquarters office.</p>	<p>with reference to the standard of competence considered essential in driving of Staff Car, field vehicles from amongst Group-C employees in the Ministries/Department of Government of India (including organizations under them) possessing the qualifications specified in Column (7).</p> <p><b>By transfer on Deputation:-</b> By transfer on deputation of persons holding the posts of Staff Car Driver/Driver in the Ministries/Departments and other offices of the Government of India. (Period of deputation ordinarily not exceeding three years.)</p> <p><b>Note:</b> The period of deputation including the 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 exceed three years. The maximum age limit for appointment by deputation / absorption shall be 'Not</p>	<p>Confirmation) consisting of:-</p> <ol style="list-style-type: none"> <li>1. Deputy Director General (Administration), Data Processing Division- Chairman;</li> <li>2. Director or Joint Director, Data Processing Division / Survey Design and Research Division-Member;</li> <li>3. An Officer of the rank of Deputy Director or Assistant Director from other offices of the Central Government-Member.</li> </ol>	
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	exceeding fifty six years' as on the closing date of receipt of applications.		
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[File No.: A-12018/1/2021-DQAD-CSW]

Naveen Kumar, Under Secretary

GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION  
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**NOTIFICATION**

Dated: .... May, 2023

**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 Statistics and Programme Implementation, National Sample Survey Office, Data Processing Division and Survey Design and Research Division, Multi-Tasking Staff, Group 'C' Post, Recruitment Rules, 2012, 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 Multi-Tasking Staff in the Data Processing Division and Survey Design and Research Division, National Sample Survey Office, Ministry of Statistics and Programme Implementation, namely: -

1. **Short title and commencement.** - (1) These Rules may be called the Ministry of Statistics and Programme Implementation, National Sample Survey Office, Data Processing Division and Survey Design and Research Division, Multi-Tasking Staff, Recruitment Rules, 2023.

(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.** - The number of 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, -

(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 a marriage is permissible under the personal law applicable to such person and 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 or 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.

### SCHEDULE

Name of post.	Number of posts.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Multi-Tasking Staff.	164* (2023) *(subject to variation dependent on workload).	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-1 (₹18000 – ₹56900).	Not applicable.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(6)	(7)	(8)	(9)
Between 18 and 27 years.  (Relaxable for Government servants up to the age of 40 years in case of General candidates and upto 45 years in the case of candidates belonging to the Scheduled Caste and Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time.)	<b>Essential:</b> Matriculation Examination pass from a recognized Board or equivalent.  <b>Desirable:</b> Knowledge of operating of photocopying, Duplo, Gestetner and fax Machine etc. including knowledge to operate computer. Candidates who can drive vehicles (if, in possession of valid license) will be preferred.	Not applicable.	Two years.

<b>Note:</b> – The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.			
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Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various method.	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.
(10)	(11)	(12)	(13)
By direct recruitment through Staff Selection Commission.	Not applicable.	Group 'C' Departmental Promotion Committee (for considering Confirmation) consisting of :-  1. Deputy Director General (Administration), Data Processing Division-Chairman;  2. Director or Joint Director, Data Processing Division / Survey Design and Research Division-Member;  3. An Officer of the rank of Deputy Director or Assistant Director from other offices of the Central Government- Member.	Not applicable.