

Clerk, Lower Division Clerk, Staff Car Driver and Dispatch Rider, and the Central Vigilance Commission (Group 'D' posts) Recruitment Rules, 1988 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 Group 'C' posts in the Central Vigilance Commission, namely:-

1. Short title and commencement –

- (1) These rules may be called the Central Vigilance Commission, Group 'C' Posts, Recruitment Rules, 2019.
- (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 the column 1 of the Schedule annexed to these rules.

3. Number of post, classification and level in pay matrix. - The number of posts, their classification and the level in pay matrix attached there to shall be as specified in columns 2 to 4 of the said Schedule.

4. Method of recruitment, age limit, and other 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 aforesaid Schedule.

5. Disqualifications - 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 any of 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 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 of persons.

7. Saving - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedule Tribes, ex-Service personnel and other special categories of person 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 | Age Limit for direct recruits |
|--|---|---|---------------------|--|-------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. Senior Secretariat Assistant | 20* (2019) *Subject to variation depending on workload | General Central Service, Group 'C', non-Gazetted, Ministerial | Level 4 | Non-selection | Not applicable |

| Educational and other qualifications required for direct recruits | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Period of probation if any | Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods |
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| 7 | 8 | 9 | 10 |
| Not applicable | Not applicable | Not applicable | (i) Seventy-five per-cent by promotion failing which by deputation; and (ii) twenty-five per-cent of the vacancies shall be filled from amongst Junior Secretariat Assistant (JSA) in the Commission who have rendered five years of regular service in the level in pay Matrix on the basis of Limited Departmental Competitive Examination conducted by Staff Selection Commission. |
| In case of recruitment by promotion / deputation /absorption, levels from which promotion / deputation / absorption is to be made | | | If a Departmental Promotion Committee exists, what is its composition |
| 11 | | | 12 |
| <p>Promotion: Junior Secretariat Assistant (JSA) with eight years of regular service in the Commission in the level 2-</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite service by more than half of such qualifying /eligibility service or 2 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 or eligibility service.</p> <p>Note 2: Official holding the feeder grade post i.e. Junior Secretariat Assistant on regular basis on the date of notification of these rules shall be eligible for consideration for promotion on five years of regular service in Junior Secretariat Assistant grade.</p> <p>Deputation: Officers of the Central Government (i) holding analogous post on regular basis; or (ii) with eight years regular service in the grade of Junior Secretariat Assistant (JSA) or equivalent in level 2 in the pay matrix.</p> <p>Note - The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> | | | <p>Group 'C' Departmental promotion Committee for considering promotion, consisting of :-</p> <p>(i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission - Chairman</p> <p>(ii) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member</p> <p>(iii) Under Secretary (Vigilance), Department of Personnel and Training - Member.</p> |
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| 1 | 2 | 3 | 4 | 5 | 6 |
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| 2. Junior Secretariat Assistant (JSA) | 28 * (2019) *Subject to variation dependent on workload | General Central Service, Group 'C', Non-Gazetted, Ministerial | Level 2 | Non-selection | Between 18 and 27 years of age (relaxable 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 |

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| (i) 12 th Class Pass or equivalent qualification from a recognized Board or University; and (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 10500KDPH/9000KDPH on an average of 05 Key depressions for each word) | Yes, to the extent indicated in Column 10 | Two Years. | (i) Eighty five percent by direct recruitment through Staff Selection Commission (SSC); and (ii) ten percent of the vacancies shall be filled from amongst the Group C Staff in level 1 of pay Matrix and who possess 12 th Class Pass or equivalent qualification and have rendered three years regular service in the level, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the Schedule Caste / Schedule Tribes) Note:- If more 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) five percent of the vacancies shall be filled on seniority-cum-fitness basis from Multi-Tasking Staff (Group C) who have three years regular service in posts with the level 1 of the pay Matrix. |

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| As stated in column 10 | Group 'C' Departmental Promotion Committee for considering confirmation, consisting of :- i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission - Chairman ii) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member iii) Under Secretary (Vigilance), Department of Personnel and Training – Member. | Not Applicable |

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| 3. Stenographer Grade 'D' | 15* (2019) *Subject to variation depending on workload | General Central Service, Group 'C', Non-Gazetted, Ministerial | Level 4 | Not applicable. | Between 18 and 27 years of age (relaxable 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. |

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| (i) 12 th Class Pass or equivalent qualification from a recognized Board or University; and (ii) Skill Test norms Dictation: 10mts@80w.p.m . 50mts.(Eng.) or 65mts.(Hindi) (On computer). | Not applicable. | Two Years. | 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 the duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Column 7. |

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| Not applicable. | Group 'C' Departmental promotion Committee for considering confirmation, consisting of :- (i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman (ii) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member (iii) Under Secretary (Vigilance), Department of Personnel and Training – Member. | Not applicable. |

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| 4. Staff Car Driver (Grade I) | 1* (2019) *Subject to variation depending on workload | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial | Level 5 | Non-selection. | Not applicable. |

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| Not applicable | Not applicable | Not applicable | Promotion |

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| <p>Promotion: (i) Staff Car Driver (Grade II) in level 4 of the pay Matrix with six years of regular service in the level or combined service of fifteen years in Staff Car Driver (Grade II) and Staff Car Driver (Ordinary Grade); (ii) have passed the trade test, specified by the Government.</p> | <p>Group 'C' Departmental promotion Committee for considering promotion, consisting of :-</p> <p>i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission -Chairman</p> <p>ii) two officers of the Central Vigilance Commission not below the status of Under Secretary- Member</p> <p>iii) Under Secretary (Vigilance), Department of Personnel and Training – Member.</p> | Not applicable. |

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| 5. Staff Car Driver (Grade II) | 2* (2019) *Subject to variation depending on workload | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial | Level 4 | Non-selection. | Not applicable. |

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| 7 | 8 | 9 | 10 |
| Not applicable. | Not applicable. | Not applicable. | Promotion. |

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| <p>Promotion: Staff Car Driver (Ordinary Grade) in level 2 of the pay Matrix with nine years of regular service in the level and have passed the trade test, specified by the Government.</p> | <p>Group 'C' Departmental promotion Committee for considering promotion, consisting of :-</p> <p>i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission –Chairman</p> <p>ii) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member</p> <p>iii) Under Secretary (Vigilance), Department of Personnel and Training – Member.</p> | Not applicable. |

| 1 | 2 | 3 | 4 | 5 | 6 |
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| 6. Staff Car Driver (Ordinary Grade) | 2* (2019) *Subject to variation depending on workload. | General Central Service, Group 'C', non-Gazetted, non-Ministerial | Level 2 | Not applicable. | Between 18 and 25 years of age* (relaxable 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. *If the direct recruitment is to be made by direct open competitive Examination, the age limit would be 18-27 years. |

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| <p>Essential:</p> <p>(i) pass in 10th Standard or equivalent from a recognized Board or University.</p> <p>(ii) Possession of a valid driving license for motor cars,</p> <p>(iii) knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle),</p> <p>(iv) experience of driving a motor car for at least three years in a Government Office/ PSU/Statutory / Autonomous Organizations/ Recognized Institution</p> <p>Desirable:</p> <p>Three years' service as Home Guard / Civil Volunteers.</p> <p>Note: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority in case of candidate belonging to Schedule Castes / Schedule Tribes, if, at any stage of selection the SSC is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not available to fill up the vacancies reserved for them.</p> | Not applicable. | Two Years | Deputation / absorption failing which by direct recruitment. |

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| <p>Deputation or absorption: From amongst the regular Despatch Rider (Group C) and Group C employee in level 1 in the pay matrix in the Central Vigilance Commission who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Despatch Rider on regular basis or regular Group C employees level 1 in the Pay Matrix in the Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column 7.</p> <p>Deputation or re-employment: The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> | <p>Group 'C' Departmental promotion Committee for considering confirmation, consisting of :-</p> <ol style="list-style-type: none"> Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission - Chairman two officers of the Central Vigilance Commission not below the status of Under Secretary- Member Under Secretary (Vigilance), Department of Personnel and Training – Member | Not applicable |

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| 7. Despatch Rider | 1* (2019) * Subject to variation depending on workload | General Central Service, Group 'C', non-Gazetted, non-Ministerial | Level 2 | Non-selection. | Not exceeding 25 years* (Relaxable for Government servants upto the age of 40 years in accordance with the instructions or orders issued by central Government). Note: The crucial date of determining the age limit shall be the closing date for receipt of applications from candidate in India (other than those in the Andaman and Nicobar Islands and Lakshadweep). In the case of recruitment made through Employment Exchange the crucial date for determining the age limit shall be the last date upto which the employment Exchanges are asked to submit the names. *If the direct recruitment is to be made by direct open competitive Examination, the age limit would be 18-27 years. |

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| <p>Essential:</p> <ol style="list-style-type: none"> pass in the 10th Standard or equivalent from a recognised Board; Possession of a valid driving licence for motor cars / motor cycle/auto rickshaw; two years experience in driving motor cars/ motor cycle/ auto rickshaw in a Government Office/ PSU/Statutory or Autonomous Organisations or recognized Institution; | Not applicable | Two years for direct recruits. | Deputation / absorption failing which by direct recruitment. For Ex-servicemen – Deputation/re-employment |

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| <p>(iv) knowledge of motor cars/ motor cycle/ auto rickshaw mechanism (The incumbent should be able to repair minor defects in the vehicles); and (v) ability to read English and Hindi;</p> <p>Desirable: Experience as Home Guards/ Civil Defence Volunteers.</p> <p>Notes:- The qualifications regarding experience are relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes / Scheduled Tribes if at any stage of selection the competent authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> | | | |
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| <p>Deputation or absorption: From amongst regular Multi Tasking Staff (MTS) employees in the Central Vigilance Commission failing which from regular Despatch Riders/ Multi Tasking Staff (MTS) employees from other Ministries of the Central Government who possess the qualification and experience prescribed for direct recruits in column 7.</p> <p>For Ex-Servicemen deputation or re-employment: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification prescribed for direct recruits shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces: thereafter they may be continued on re-employment.</p> <p>Note:- 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 organization/ Department of the Central Government shall ordinarily not exceed three years.</p> | <p>Group 'C' Departmental promotion Committee for considering promotion, consisting of :-</p> <p>i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission - Chairman</p> <p>ii) two officers of the CVC not below the status of Under Secretary - Member</p> <p>iii) Under Secretary (Vigilance), Department of Personnel and Training - Member</p> | <p>Not applicable</p> |

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| <p>8. Multi-Tasking Staff (MTS)</p> | <p>73* (2019) *Subject to variation depending on workload</p> | <p>General Central Service, Group 'C', non-Gazetted, non-Ministerial</p> | <p>Level 1</p> | <p>Not applicable.</p> | <p>Between 18 and 25 years of age* Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. *If the direct recruitment is to be made by direct open competitive Examination, the age limit would be 18-27 years.</p> |

| 7 | 8 | 9 | 10 |
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| <p>Pass in the 10th Standard or equivalent from a recognised Board or University.</p> | <p>Not applicable.</p> | <p>Two Years.</p> | <p>Direct recruitment through Staff Selection Commission.</p> |

| 11 | 12 | 13 |
|-----------------|--|-----------------|
| Not applicable. | Group 'C' Departmental promotion Committee for considering confirmation, consisting of:- i) Director/ Deputy Secretary/Officer on Special Duty, Central Vigilance Commission –Chairman ii) two officers of the Central Vigilance Commission not below the status of Under Secretary - Member iii) Under Secretary (Vigilance), Department of Personnel & Training – Member. | Not applicable. |

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