

FTS - 11808 / 2011

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F. No. A-12011/4/2011-Ad.II  
Government of India  
Ministry of Corporate Affairs

New Delhi, dated the 8<sup>th</sup> August 2011

OFFICE MEMORANDUM

Subject : Notification of revised Recruitment Rules (RRs) for the post of Lower Division Clerk (LDC)

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The undersigned is directed to forward herewith a copy of the revised RRs for LDC in the field offices of Ministry of Corporate Affairs, as notified in the Official Gazette on 28.7.2011. It shall be effective from the date of its publication in the Gazette that is 28-7-2011, replacing existing recruitment rules for LDC posts in MCA field offices.

2. It is clarified that posts mentioned in these revised RRs, shall be subject to all cadre/post restructuring orders and abolition/creation orders as issued from time to time by competent authority. Copies of such orders dated 11-5-2011, dated 10-6-2011 and dated 15-7-2011 are re-circulated to all field offices for compliance and for submission of compliance reports within the time frame given in these orders.

Enclosed : (i) Notification dated 28-7-2011 (7 pages)  
(ii) Three mentioned post restructuring orders (4 pages)



8/8/11

(R. K. Pandey)

Under Secretary to the Government of India

Telefax 23383507

Email: raj.pandey@mca.gov.in

To

1. All 6 Regional Directors, Ministry of Corporate Affairs.
2. E.Gov.Cell for placing it in Employees Corner/Recruitment Rules under the title --- 'Revised RRs of LDC'



# भारत का राजपत्र

## The Gazette of India

असाधारण.

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 420]

नई दिल्ली, बृहस्पतिवार, जुलाई 28, 2011/श्रावण 6, 1933

No. 420]

NEW DELHI, THURSDAY, JULY 28, 2011/SRAVANA 6, 1933

कॉर्पोरेट कार्य मंत्रालय

अधिसूचना

नई दिल्ली, 25 जुलाई, 2011

सा.का.नि. 575(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और कम्पनी कार्य विभाग, क्षेत्रीय निदेशक के कार्यालयों, कम्पनी रजिस्ट्रार के कार्यालयों एवं शासकीय समापक के कार्यालयों (अवर श्रेणी लिपिक) भर्ती नियम, 2000 को जहां तक उनका संबंध अवर श्रेणी लिपिक के पद से है, उन बातों के सिवाय अधिक्रांत करते हुए जिन्हें ऐसे अधिक्रमण से पहले किया गया है या करने से लोप किया गया है, एतद्वारा कॉर्पोरेट कार्य मंत्रालय के क्षेत्रीय कार्यालयों में अवर श्रेणी लिपिक के पद पर भर्ती के तरीकों को विनियमित करने हेतु निम्नलिखित नियम बनाते हैं, नामतः :—

1. **संक्षिप्त नाम एवं लागू होने की तारीख.**—(1) इन नियमों को कॉर्पोरेट कार्य मंत्रालय क्षेत्रीय कार्यालयों (अवर श्रेणी लिपिक) भर्ती नियम, 2011 कहा जाएगा।

(2) ये नियम राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।

2. **पद संख्या, वर्गीकरण एवं वेतनमान.**—पदों की संख्या, उनका वर्गीकरण एवं वेतनमान वह होगा जो इन नियमों के साथ संलग्न अनुसूची के कॉलम (2) से (4) में विनिर्दिष्ट हैं।

3. **भर्ती की पद्धति, आयु-सीमा एवं अन्य अर्हताएं.**—उक्त पद हेतु नियुक्ति की पद्धति, आयु-सीमा, अर्हताएं एवं अन्य बातें उक्त अनुसूची के कॉलम (5) से (14) में यथाविनिर्दिष्ट हैं।

4. **निरर्हता.**—वह व्यक्ति,—

(क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है, या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु यदि केन्द्र सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **शिथिल करने की शक्ति.**—जहां केन्द्र सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं उन्हें लिपिबद्ध करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों के लिए, आदेश द्वारा शिथिल कर सकेगी।

6. **व्यावृत्ति.**—इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष वर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

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3. अवर सचिव, कारपोरेट कार्य मंत्रालय - सदस्य	
4. अनुसूचित जाति/अनुसूचित जनजाति संवर्ग का कोई अधिकारी जो भारत सरकार के अवर सचिव के स्तर से नीचे का न हो - सदस्य	

[फा. सं. ए-12011/04/2011-प्रशासन-II]

अविनाश कुमार श्रीवास्तव, संयुक्त सचिव

**MINISTRY OF CORPORATE AFFAIRS**

**NOTIFICATION**

New Delhi, the 25th July, 2011

**G.S.R. 575(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Company Affairs, Offices of the Regional Directors, Registrars of Companies and Official Liquidator (Lower Division Clerk) Recruitment 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 Lower Division Clerk in the Offices of Regional Directors, Registrar of Companies and Official Liquidators in the Ministry of Corporate Affairs, namely :—

**1. Short title and commencement.**—(1) These rules may be called the Ministry of Corporate Affairs, field offices (Lower Division Clerk) Recruitment Rules, 2011.

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

**2. Number of posts, classification and Pay Band and Grade Pay/Pay Scale.**—The number of posts, its classification and Pay Band and Grade Pay/Pay Scale attached thereto shall be specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and other qualifications, etc.**—The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in columns (5) to (14) 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 contracted 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 personel law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempts 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 concession required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special category of persons in according with the orders issued by the Central Government from time to time in this regard.


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SCHEDULE

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Scale of pay	Whether selection post or non-selection post	Whether benefit of added years of admissible Service under rule 30 of the C C S (Pension) Rules, 1972.	Age limit for direct recruits
1	2	3	4	5	6	7
Lower Division Clerk	306* (2011) *Subject to the variation dependent on the workload.	General Central Service Group 'C', Non Gazetted, Ministerial	Pay Band 1, in Band Pay of (Rs.5200-20200), + Grade Pay Rs.1900	Non Selection	Not applicable	18 to 27 years (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 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.)

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No.:A-12011/26/2011-Ad.II  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, A-Wing, Shastri Bhavan  
New Delhi dated the 11 May, 2011

**OFFICE MEMORANDUM**

**Subject: Restructuring of Group 'B'/'C' posts in field offices of MCA- Reg.**

The undersigned is directed to refer to above subject and to say that, in view of increased computerization, thrust towards e-governance/e-administration, on-line filings, concept of paperless office and the changing needs of the Ministry, the competent authority has decided for the following :

- (a) To stop direct recruitment in all Group B/C posts of MCA field offices, except the posts of Company Prosecutors, Senior Technical Assistants, Junior Technical Assistants and Official Language Posts.
- (b) Proportionate creation of posts at the higher levels so that the promotional avenues of existing staff become better than the present status.
- (c) A separate order regarding existing scheme of company paid staff will be issued, if required, as per the policy notified by MCA in pursuance to Hon'ble SC orders.

(R.K.Pandey)

Under Secretary to the Govt. of India

To  
All field, attached, headquarter offices of MCA.

✓ Copy to be sent for perusal of the Secretary to the Government of India.

  
8/8/11

AD (M.R.G.)  
 RA  
 13.7.11

No.A-42011/66/2010-Ad.II  
 Government of India  
 Ministry of Company Affairs

Shastri Bhawan, 5th Floor, 'A' Wing,  
 New Delhi, the 10<sup>th</sup> June 2011

**OFFICE MEMORANDUM**

**SUBJECT: Clarification regarding regularization of Company Paid Staff (CPS), as per the scheme of MCA in pursuance to Hon'ble Supreme Court orders in view of decision of restructuring of all field offices posts in Group B and C**

In continuation of this Ministry's orders (s) - (a) No. A-42017/18/77 - Ad.II dated 27.11.1978, (b) No. A- 12011/1/99 Ad.II dated 1.10.1999 (c) No. A-42011/59/2008-Ad.II dated 1.12.2008 and (d) No. A 42011/60/2008-Ad.II dated 1.5.2009 and the recent order dated 11.5.2011 for restructuring of Group B and C posts the following position on the subject above is re-iterated:

(a) There shall be no regularization /absorption of any company paid staff recruited after 27.8.1999 and all such staff phased out over next three months. If needed, MCA will provide extra manpower to OLS

(b) There shall be no absorption /regularization of any company paid staff in Group B posts (please see the classification of post after 6<sup>th</sup> CPC) as the scheme was formulated only for Group C and D posts

(c) As far as 50% of direct recruitment quota for absorption of company paid staff is concerned, it will also be dispensed with, on absorption of all company paid staff (recruited up to 27-8-1999) who are on the panel of absorption under wait.

(R. K. Pandey)

Under Secretary to the Government of India  
 Telefax: 23383507

To,  
 All Regional Directors

RA  
 8/8/11

FTS-9257/2011

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A-12011/26/2011-Ad.II  
Government of India  
Ministry of Corporate Affairs

New Delhi, dated 15<sup>th</sup> July, 2011

Office Memorandum

**Subject : Abolition of vacant LDC posts, falling under DR quota, and earmarked for filling through SSC**

In continuation of earlier OM No. A-12011/26/2011-Ad.II dated 11-5-2011 and OM No. A-42011/66/2010-Ad.II dated 10-6-2011, (copies enclosed) the under signed is directed to convey the following decisions of the competent authority to all RDs and field offices, **for compliance** :

(a) Based on the information given by the RD offices regarding sanctioned strength, actual strength and vacancies in LDC grade, the DR-DP break-up, the information available in Ministry, the recruitment rules, the instructions of MCA regarding absorption of company paid staff, **the competent authority has decided to abolish 78 DR quota vacant posts of LDC (earmarked to be filled by SSC) subject to approval of M/O Finance for matching creation at higher B/C levels.** The region wise break up of these 78 identified posts for abolition is given below :

<u>Region</u>	<u>No of LDC posts</u>
North region (erstwhile)	19
East and North East Region	16
South Region (erstwhile)	18
West Region (erstwhile)	25
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(b) It is reiterated that, there shall be no further direct recruitment in LDC grade through SSC after the above decision to abolish these posts. Any such proposals, if still pending with SSC, may be withdrawn immediately.

(c) Accordingly, all RDs are instructed to amend their 'post based rosters for direct recruitment in LDC', deleting the above mentioned number of vacant posts points starting from below. After deletion, the revised DR recruitment (post based) roster, shall contain only those filled/un-filled posts/points which are to be

  
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filled up either by absorption of company paid staff (CPS) (upto 27-8-1999) or by promotion from feeder grades of LDC. The ratio of DR-DP recruitment (either 90:5:5 or 85:10:5) in LDC grade shall be altered to that extent. The said ratio shall not be re-applied on the surviving DR quota LDC posts.

(d) For filling up of surviving DR quota vacancies in LDC, even by absorption/regularisation of CPS, **prior clearance is required to be obtained from Ministry in each and every case**, for better supervision over restructuring of posts in field offices.

(e) All RDs are also instructed to assess and give information about how many numbers of LDC posts are required to be retained under promotion quota for promotion of existing regular incumbents in feeder grades and how many of this category can also be abolished. The existing requirement of feeder grades (of LDC) may also be justified with this proposal.

(R K Pandey)  
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- 1. All RDs
- 2. E.Gov.Cell --- for placing in Employees Corner (Re-organisation of offices)

  
2/8/11