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Government of India  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

**NOTIFICATION**

New Delhi, Dated, the -----, 2026

**G.S.R.....** – In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of notification numbers GSR 41, dated the 22<sup>nd</sup> January, 2019 expect as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of the recruitment to the Group ‘C’ posts of Lower Division Clerk in the Group ‘C’ Posts under the Regional Offices, Ministry of Environment, Forest and Climate Change namely:-

1. **Short title and commencement-** (1) These rules may be called Regional Offices, Ministry of Environment, Forest and Climate Change (Lower Division Clerk, Group-‘C’) Recruitment Rules, 2026.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of posts, classification and Level in pay matrix-** The number of posts, its classification and **Level in the pay Matrix** attached thereto, shall be as specified in column (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age limit and qualifications, etc.-** Method of recruitment, age- limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the aforesaid Schedule.
4. **Disqualification-** Any 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 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 and in consultation with the Union Public Service Commission relax any of the provisions of these with respect to any class or category of persons.
6. **Saving-** Nothing in these rules shall affect reservation, relaxation in age- limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backwards Classes, the Ex-servicemen, the Economically Weaker Section 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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## ANNEXURE-II

**RECRUITMENT RULES FOR THE POST OF 'LOWER DIVISION CLERK' IN REGIONAL OFFICE, MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE.**

**SCHEDULE**

Name of Post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Lower Division Clerk	*26 (2025) *Subject to variation dependent on workload in Regional Offices located at: * Bangalore-3 * Bhubaneswar-3 * Bhopal-3 * Chandigarh-3 * Chennai-2 * Dehradun-2 * Lucknow-3 * Nagpur-2 * Ranchi-2 * Shillong-3	General Central Service Group 'C', non-Gazetted, Ministerial	Level-2, (₹19,900-₹63,200)	Non-selection	Between 18 and 27 years of age (relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government). It is further relaxable by another five years in the case of Scheduled Caste or Scheduled Tribe and three years in the case of Other Backward Classes candidates.  Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission	(i) 12th class pass or equivalent qualification from a recognised Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.
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 or by absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or 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	
(8)	(9)	(10)	(11)	(12)	(13)	
Yes, to the extent indicated in Column (7)	Two years	i. Eighty five per cent by direct recruitment through Staff Selection Commission; and  ii. fifteen per cent by promotion.	i. Fifteen per cent of the vacancies shall be filled from amongst the Multi-Tasking Staff in level-1, (₹18,000-₹56,900) in the pay matrix who possess 12 <sup>th</sup> class pass or equivalent qualification and have rendered three years regular service in respective Regional Office.  <b>Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered	Group 'C' Departmental Promotion Committee for promotion and confirmation:-  1. Director or Deputy Secretary (Administration), Ministry of Environment, Forest and Climate Change –Chairman  2. Deputy Inspector General of Forests or Assistant Inspector General of Forests or Head of the Office of concerned Regional Office –Member  3. Director or Deputy Secretary or Deputy Inspector General of Forests or Assistant Inspector General of Forests (Regional Office Headquarters), Ministry of Environment, Forest and Climate Change –Member  4. An officer belonging to Scheduled Caste or Scheduled Tribe -Member	Not applicable	

			provided they are not short eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have completed such qualifying/eligibility service.	5. An officer belonging to Minority Community -Member	
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**FORM TO BE FILLED BY THE MINISTRY/DEPARTMENT WHILE FORWARDING  
PROPOSALS TO THE DEPARTMENT OF PERSONNEL & TRAINING AND THE UNION  
PUBLIC SERVICE COMMISSION FOR AMENDMENT OF APPROVED RECRUITMENT  
RULES.**

1.	Name of the post	Lower Division Clerk		
2.	Name of Ministry/Department	Regional Office, Ministry of Environment, Forest & Climate Change		
3.	Reference No. in which commission's advice on recruitment rules was conveyed	Ministry of Environment, Forest & Climate Change, New Delhi Notification No..... dated .....		
<b>Sl. No.</b>	<b>Schedule Details</b>	<b>Provision in the approved/existing rules</b>	<b>Revised provisions proposed</b>	<b>Reasons for the revision proposed</b>
1.	<b>Name of the Post</b>	Lower Division Clerk	Lower Division Clerk	No Change
2.	<b>Number of posts</b>	26	26	No Change
3.	<b>Classification</b>	General Central Service Group 'C', non-Gazetted, Ministerial	General Central Service Group 'C', non-Gazetted, Ministerial	No Change
4.	<b>Level in the Pay Matrix</b>	Level-2, (₹19,900-₹63,200)	Level-2, (₹19,900-₹63,200)	No Change
5.	<b>Whether selection post or non-selection post</b>	Non-selection	Non-selection	No Change
6.	<b>Age limit for direct recruits</b>	Between 18 and 27 years of age (relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government). It is further relaxable by another five years in the case of Scheduled Caste or Scheduled Tribe and three years in the case of Other Backward Classes candidates.  <b>Note:</b> The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission	Between 18 and 27 years of age (relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government). It is further relaxable by another five years in the case of Scheduled Caste or Scheduled Tribe and three years in the case of Other Backward Classes candidates.  <b>Note:</b> The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission	No Change
7.	<b>Educational and other qualifications required for direct recruits</b>	(i) 12 <sup>th</sup> class pass or equivalent Qualification from a recognised Board or University  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.	(i) 12 <sup>th</sup> class pass or equivalent Qualification from a recognised Board or University  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.	No Change
8.	<b>Educational and other qualifications required for direct recruits</b>	Yes, to the extent indicated in Column (7)	Yes, to the extent indicated in Column (7)	No Change
9.	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	Two years	Two years	No Change

10	<b>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</b>	<p>i. Eighty five per cent by direct recruitment through Staff Selection Commission; and</p> <p>ii. fifteen per cent by promotion.</p>	<p>i. Eighty five per cent by direct recruitment through Staff Selection Commission; and</p> <p>ii. fifteen per cent by promotion.</p>	No Change
11	<b>In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made</b>	<p>i. Ten per cent of the vacancies shall be filled from amongst the Multi-Tasking Staff in level-1, (₹18,000-56,900) in the pay matrix who possess 12<sup>th</sup> class pass or equivalent qualification and have rendered three years regular service in respective Regional Office.</p> <p>ii. Five per cent of the vacancies shall be filled on seniority-cum-fitness basis from Multi-Tasking Staff employees who have three years regular service in posts in level-1, (₹18,000-₹56,900) in the pay matrix in the respective Regional Office.</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service.</p>	<p>i. Ten per cent of the vacancies shall be filled from amongst the Multi-Tasking Staff in level-1, (₹18,000-56,900) in the pay matrix who possess 12<sup>th</sup> class pass or equivalent qualification and have rendered three years regular service in in the pay matrix, <b>on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 Years of age for the SC/ST).</b></p> <p>ii. Five per cent of the vacancies shall be filled on seniority-cum- fitness basis from Multi-Tasking Staff employees who have three years regular service in posts in level-1, (₹18,000-₹56,900) in the pay matrix in the respective Regional Office.</p> <p><b>Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have completed such qualifying/eligibility service.</p>	As per Model Recruitment Rules.
12	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<p>Group 'C' Departmental Promotion Committee for promotion and confirmation: -</p> <p>1. Director or Deputy Secretary (Administration), Ministry of Environment, Forest and Climate Change –Chairman</p>	<p>Group 'C' Departmental Promotion Committee for promotion and confirmation:-</p> <p>1. Director or Deputy Secretary (Administration), Ministry of Environment, Forest and Climate Change –Chairman</p>	The Selection Committee has been proposed as per the existing nomenclature of the post.

		<p>2. Deputy Conservator of Forests (Central) of concerned Regional Office –MEMBER</p> <p>3. Director or Deputy Secretary (Regional Office Headquarters), Ministry of Environment, Forest and Climate Change –MEMBER</p> <p>4. An officer belonging to Scheduled Caste or Scheduled Tribe –MEMBER</p> <p>5. An officer belonging to Minority Community -MEMBER</p>	<p><b>2. Deputy Inspector General of Forests or Assistant Inspector General of Forests or Head of the Office of concerned Regional Office –Member</b></p> <p>3. Director or Deputy Secretary or <b>Deputy Inspector General of Forests or Assistant Inspector General of Forests, RoHQ</b> Ministry of Environment, Forest and Climate Change –Member</p> <p>4. An officer belonging to Scheduled Caste or Scheduled Tribe -Member</p> <p>5. An officer belonging to Minority Community -Member</p>	
13	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>	Not applicable	Not applicable	No Change

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