

Government of India
Ministry of Environment, Forest and Climate Change

(TO BE PUBLISHED IN THE OFFICIAL GAZETTE OF INDIA)
PART-II, SECTION 4 FOR DEFENCE, SECTION 3 FOR OTHER DEPARTMENTS
– SUB-SECTION(I)

NOTIFICATION

New Delhi, the

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G.S.R. No..... - In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of notification number GSR 211(E) dated the 28th February, 2018, 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' post of Lower Division Clerk (Ministerial) in the Ministry of Environment, Forest and Climate Change, Forest Survey of India, namely:-

1. Short title and commencement –

(a) These rules may be called the Ministry of Environment, Forest and Climate Change, Forest Survey of India, Lower Division Clerk (Group 'C' Non-Gazetted Post) Recruitment Rules, 2026.

(b) 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 the level in the pay matrix attached thereto shall be 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 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 in respect of any class or category of persons.

6. Savings - 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, the Other Backward Classes, the Ex-servicemen, the Economically Weaker Sections and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard

ANNEXURE – I

RECRUITMENT RULES FOR THE POST OF 'LOWER DIVISION CLERK' IN FOREST SURVEY OF INDIA, MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE.

SCHEDULE

Name of the post	Number of post	Classification	Level in the pay matrix	Whether selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Lower Division Clerk	18* (2026) *Subject to variation depending on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level 2 in Pay Matrix (Rs. 19900-63200)	Non-Selection	Between 18 and 27 years of age. (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Note 1: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. Note 2: In case of recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications.

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption & percentage of the vacancies to be filled by various methods
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	for direct recruits will apply in the case of promotees		
7	8	9	10
Essential: (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 words per minutes in English or 30 words per minutes in Hindi on computer. (35 words per minutes and 30 words per minutes correspond to 10500 key depressions per hour/9000 key depressions per hour on an average of 5 key depressions for each word.)	Yes, to the extent indicated in column (10).	Two years for direct recruits	(i) Fifty percent by direct recruitment. (ii) Twenty-Five percent of the vacancies shall be filled from amongst the Group 'C' employees in Level 1 in the Pay Matrix who Possess 12th Class pass or equivalent qualifications and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination. Note 1: The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled Castes or Scheduled Tribes). Note 2: 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. (iii) Twenty-Five percent of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees in Level 1 in the Pay Matrix who possess 12th Class pass or equivalent qualifications and have rendered three years' regular service in the grade.

In case of recruitment by	If a Departmental Promotion	Circumstances in
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promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	Committee exists, what is its composition	which Union Public Service Commission is to be consulted in making recruitment
11	12	13
As stated in column (10).	Group 'C' Departmental Promotion or Confirmation Committee (for considering promotion or confirmation) consisting of: - 1. Director General Chairman Forest Survey of India, Dehradun 2. Joint Director Member Forest Survey of India, Dehradun 3. Deputy Director (Personnel and Administration) ... Member Forest Survey of India, Dehradun 4. Under Secretary, Forest Establishment..... Member Ministry of Environment, Forest and Climate Change	Not applicable

ANNEXURE – III

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 (a) Name of the Post **Lower Division Clerk**
- (b) Name of Ministry/Department Ministry of Environment, Forests & Climate Change
Forest Survey of India
Dehradun
- 2 Reference No. in which Commission's advice on recruitment rules was conveyed Ministry of Environment, Forests & Climate Change, New Delhi
Notification No.9-1/2016-Forest dated 28.02.2018.

Col. No. of the Schedule	Provision in the approved/existing rules	Revised provisions proposed	Reason revision
1	Lower Division Clerk	Lower Division Clerk	No change.
2	18* (2018) *Subject to variation depending on workload	18* (2026) *Subject to variation depending on workload	No change.
3	General Central Service, Group 'C', Non-Gazetted, Ministerial	General Central Service, Group 'C', Non-Gazetted, Ministerial	No change.
4	Level 2 in Pay Matrix (Rs.19900-63200)	Level 2 in the Pay Matrix (Rs.19900-63200)	No change.
5	Non-Selection	Non-Selection	No change.
6	Between 18 and 27 years of age. (Relaxable for Government	Between 18 and 27 years of age. (Relaxable for Government	As per Model post Division Clerk

	servants upto 40 years in accordance with the instructions or orders issued by the Central Government).	servants upto 40 years in accordance with the instructions or orders issued by the Central Government).	by DoPT O 14017/32/2017-18 Estt.(RR) 07.10.2009.
	Note 1: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. Note 2: In case the recruitment is made through the Staff Selection Commission, crucial date for determining the age limit shall be as advertised by the Commission.	Note 1: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. Note 2: In case of recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications	
7	Essential: (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 words per minutes in English or 30 words per minutes in Hindi on computer. (35 words per minutes and 30 words per minutes correspond to 10500 key depressions per hour/9000 key depressions per hour on an average of 5 key depressions for each word.).	Essential: (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 words per minutes in English or 30 words per minutes in Hindi on computer. (35 words per minutes and 30 words per minutes correspond to 10500 key depressions per hour/9000 key depressions per hour on an average of 5 key depressions for each word.).	No change.
8	Yes, to the extent indicated in column (10).	Yes, to the extent indicated in column (10).	No change.
9	2 years	Two years for direct recruits	No change.
10	(i) Eighty-five percent by direct recruitment. (ii) Ten percent of the vacancies shall be filled from amongst the Group 'C' Staff in the grade pay of Rs. 1,800 who Possess 12 th Class pass or equivalent qualifications and have rendered three years' regular service in the	(i) Fifty percent by direct recruitment. (ii) Twenty-Five percent of the vacancies shall be filled from amongst the Group 'C' employees in Level 1 in the Pay Matrix Who Possess 12 th Class pass or equivalent qualifications and have rendered three years' regular	As per D.O. No. AB.14017/4/2017-18 Estt.(RR) 31.12.2010.

	grade, on the basis of departmental qualifying examination. Note 1: The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled Castes or Scheduled Tribes). Note: 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. (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 posts with the grade pay of Rs. 1800.	service in the grade, on the basis of departmental qualifying examination. Note 1: The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled Castes or Scheduled Tribes). Note 2: 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. (iii) Twenty-Five percent of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees in Level 1 in the Pay Matrix who possess 12th Class pass or equivalent qualifications and have rendered three years' regular service in the grade.	
11	As stated in column (10).	As stated in column (10).	No change.
12	Group 'C' Departmental Promotion or Confirmation Committee (for considering promotion or confirmation) consisting of: 1. Director General Chairman Forest Survey of India, Dehradun 2. Joint Director Member Forest Survey of India, Dehradun	Group 'C' Departmental Promotion or Confirmation Committee (for considering promotion or confirmation) consisting of: 1. Director General Chairman Forest Survey of India, Dehradun 2. Joint Director Member Forest Survey of India,	No change.

	3.Deputy Director (Personnel and Administration) Member Forest Survey of India, Dehradun 4.Under Secretary, Forest Establishment..... Member Ministry of Environment, Forest and Climate Change	Dehradun 3.Deputy Director (Personnel and Administration) Member Forest Survey of India, Dehradun 4.Under Secretary, Forest Establishment..... Member Ministry of Environment, Forest and Climate Change	
13	Not applicable.	Not applicable.	No change.

Duties of the post of Lower Division Clerk

1. Preparation of Pay Bills, Medical Bills and T.A. Bills etc.
2. Assistance related to Reports/Returns/Estimates.
3. Misc. correspondence work.
4. Diary and Dispatch work.
5. Maintenance of files.
6. Any other work assigned by the superior authority.

(Mundhe Arvind Dattu)
IFS
Deputy Director

Hierarchy chart (existing & proposed) of Lower Division Clerk of Forest Survey of India.

(from lower to higher posts)

S.N	Name of post	No. of posts sanctioned	Level in the Pay Matrix	Mode of recruitment	Whether feeder post or promotion post
1	2	3	4	5	6
1.	Multi-Tasking Staff* (Group 'C' post)	41	Level 01 in the Pay Matrix.	By direct recruitment.	Feeder post for promotion to the post of Lower Division Clerk.
2.	Lower Division Clerk (Group 'C' post)	18	Level 02 in the Pay Matrix.	Existing provisions: - (i) Eighty-five percent by direct recruitment. (ii) Ten percent of the vacancies shall be filled from amongst the Group 'C' Staff in the grade pay of Rs. 1,800 who possess 12 th class pass or equivalent qualifications and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination. (iii) Five percent of the vacancies shall be	Promotional post of Multi-Tasking Staff and feeder post for promotion to the post of Upper Division Clerk.

filled on seniority-cum-fitness basis from Group 'C' employees who have three years' regular service in posts with the grade pay of Rs.1800.

Proposed provisions: -

- i. Fifty percent by direct recruitment.
- ii. Twenty-Five percent of the vacancies shall be filled from amongst the Group 'C' employees in Level 1 who Possess 12th Class pass or equivalent qualifications and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination.
- iii. Twenty-Five percent of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees in Level 1 who possess 12th Class pass or equivalent qualifications and have

				rendered three years' regular service in the grade.	
3.	Upper Division Clerk (Group 'C' post)	16	Level 04 in the Pay Matrix.	By promotion failing which by deputation.	Promotional post of Lower Division Clerk and feeder post for promotion to the post of Superintendent.
4.	Superintendent** (Group 'B' post)	15	Level 06 in the Pay Matrix.	50% by promotion failing which by deputation and 50% by deputation.	Promotional post of Upper Division Clerk.

Note:

***The post of Multi-Tasking Staff is initial post in the hierarchy and there is no feeder cadre of this post.**

**** The post of Superintendent is the last post in the hierarchy and presently no promotional channel exists beyond this post in FSI.**