

F.No. 22/2/2023-Admn.II  
Government of India  
Ministry of Information & Broadcasting  
Press Information Bureau

'A' Wing, Shastri Bhawan, New Delhi.  
Dated 5<sup>th</sup> April, 2024

**NOTICE**

**Amendment of Recruitment Rules for Group C posts of Head Clerk, Upper Division Clerk and Lower Division Clerk in the Photo Division of the Ministry of Information & Broadcasting.**

Recruitment Rules for Group C posts of Head Clerk, Upper Division Clerk and Lower Division Clerk in the Photo Division are proposed to be amended to bring them in consonance with Model Recruitment Rules issued by DoP&T and 7<sup>th</sup> CPC recommendations. Draft RRs are annexed.

2. The stakeholders are requested to kindly send their comments on the draft RRs for the said posts via e-mail at [adm2.pib@nic.in](mailto:adm2.pib@nic.in) within 30 days from the date of issue of this Notice.

Encl: As above.

*Himanshu*  
5/4/24

(Himanshu)  
Section Officer (Admn.II)  
Tele : 011-23389694

To

All Stakeholders

## DRAFT

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART \_\_\_ SECTION \_\_\_]  
GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION AND BROADCASTING

### NOTIFICATION

New Delhi, dated.....

GSR\_\_\_ - In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the (i) Photo Division, New Delhi (Group C and D Posts) Recruitment Rules, 1980 except as respects things done or omitted to have been done before such supersession, the President hereby makes the following rules to regulate the conditions of service relating to Group C posts of Head Clerk, Upper Division Clerk & Lower Division Clerk in the Photo Division of the Ministry of Information & Broadcasting, namely :-

1. Short title and commencement - (1) These rules may be called the Photo Division, Press Information Bureau, Head Clerk, Upper Division Clerk and Lower Division Clerk, Group 'C' posts Recruitment Rules, 2024.

(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) the Scheduled annexed hereto.

3. Number of posts, classification and pay band and grade pay or pay scale - The number of the said post, its classification and the pay matrix level attached thereto shall be as specified in Columns (2) to (4) of the schedule annexed hereto.

4. Methods of recruitment, age limit and qualification, etc - The method of recruitment, age limit, qualifications and other matters relating to the said posts 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 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 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 to do so , it may, by order, for reason to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

7. Saving - Nothing in these rules shall affects reservations, relaxation of age limit, and other concessions required to be provided for the Scheduled Caste, Schedule Tribes, Other Backgrounds Classes, Ex-servicemen and Other Special Category of persons, in accordance with the Orders issued by Central Government from time to time in this regard.

**Draft Recruitment Rules for the post of Head Clerk, Group C -Ministerial, Non-Gazetted in Pay Matrix Level 6 (Rs.35400-112400) in Photo Division, PIB**

**SCHEDULE**

Name of post	Number of posts	Classification	Pay matrix level	Whether selection post or non-selection post	Age limit for direct recruitment	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Head Clerk	02* (2024) * Subject to variation dependent on workload	General Central Service, Group C, Non-Gazetted, Ministerial	Pay Matrix 6 (Rs.35400-112400)	Non-selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruitment 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 methods.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Nil	By promotion failing which by deputation.	<p>Promotion from amongst Upper Division Clerk and Store Keeper in the Photo Division with at least 10 years regular service in the grade.</p> <p>Deputation : From Head Clerks in the Ministry of I&amp;B and its Media Units or from amongst UDC (Non-CSCS) in the Media Units of Ministry of Ministry of I&amp;B with at least 10 years regular service in the grade (Period of deputation ordinarily not exceeding 3 years).</p>	<p>Group 'C' Departmental Promotion Committee:</p> <p>a) ADG/Director (Admn.), PIB – Chairman b) Joint Director/Dy. Director, PIB, – Member c) Section Officer, PIB, – Member</p>	Not applicable

**Draft Recruitment Rules for the post of Upper Division Clerk, Group C -Ministerial, Non-Gazetted in Pay Matrix Level 4 (Rs.25500-81100) in Photo Division, PIB**

**SCHEDULE**

Name of post	No. of posts	Classification	Pay matrix level	Whether selection post or non-selection ?	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Upper Division Clerk	05* (2024) * Subject to variation dependent on workload	General Central Service, Group C, Non-Gazetted, Ministerial	Pay Matrix Level 4 (Rs.25500-81100)	Non-selection	Not applicable	Not applicable

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 & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion, deputation or absorption, grades from which promotion/deputation/absorption to be made.	Does a DPC exist? What is its composition?	Circumstances in which UPSC is to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Nil	By promotion failing which by deputation / absorption	<p>Promotion from amongst Lower Division Clerks (Pay Matrix Level 2) in Photo Division with at least 8 years regular service in the 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 Lower Division Clerk or equivalent.</p>	<p>Group 'C' Departmental Promotion Committee:</p> <p>a) ADG/Director (Admn.), PIB – Chairman b) Joint Director/Dy. Director, PIB – Member c) Section Officer, PIB, – Member</p>	Not applicable

**Draft Recruitment Rules for the post of Lower Division Clerk, Group C -Ministerial, Non-Gazetted in Pay Matrix Level 2 (Rs.19900-63200) in Photo Division, PIB**

**SCHEDULE**

Name of post	No. of posts	Classification	Pay matrix level	Whether selection post or non-selection ?	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Lower Division Clerk	01* (2024) * Subject to variation dependent on workload	General Central Service, Group C, Non-Gazetted, Ministerial	Pay Matrix Level 2 (Rs.19900-63200)	Not applicable	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)  Note: The crucial date for determining the age limit shall be as fixed by the SSC.	(i) 12 <sup>th</sup> Class or equivalent qualification from a recognized 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/ absorption & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion, deputation or absorption, grades from which promotion/deputation/absorption to be made.	Does a DPC exist? What is its composition?	Circumstances in which UPSC is to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment	Not applicable	Group 'C' Departmental Promotion Committee:  Group 'C' Departmental Promotion Committee a) ADG/Director (Admn.), PIB – Chairman b) Joint Director/Dy. Director, PIB – Member c) Section Officer, PIB, – Member	Not applicable