OFFICE MEMORANDUM

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

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)

(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
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99

भारत का राजपत्र
The Gazette of India
संस्कृत शास्त्र और परम्परा संस्करण
EXTRAORDINARY
�ाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

रजिस्ट्री सं. दी.० एल.०-३३००४/९९
REGD. NO. D.L.-33004/99
### 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 Scale.**—The number of posts, its classification and Pay Band and Grade 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 personal 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 accordance with the orders issued by the Central Government from time to time in this regard.

---

### Schedule

- **Column (2)**: Number of posts
- **Column (3)**: Classification
- **Column (4)**: Pay Band and Grade Pay Scale

---

[FA. S. E-12011/04/2011—Prakash- II]

अविनाश कुमार श्रीवाजी, संयुक्त सचिव
SCHEDULE

<table>
<thead>
<tr>
<th>Name of post</th>
<th>No. of posts</th>
<th>Classification</th>
<th>Pay Band and Grade Pay/ Scale of pay</th>
<th>Whether selection post or non-selection post</th>
<th>Whether benefit of added years of admissible Service under rule 30 of the CCS (Pension) Rules, 1972.</th>
<th>Age limit for direct recruits</th>
</tr>
</thead>
</table>
| 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.)

Note 1: 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.)
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.
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 restructuing of all field offices posts in Group B and C

In continuation of this Ministry's orders (s) - (a) No. A-4201/66/2010-Ad.ii dated 27.11.1978, (b) No. A-1201/1/99 Ad.ii dated 1.10.1999, (c) No. A-4201/1/59/2008 Ad.ii dated 1.12.2008 and (d) No. A-4201/1/60/2008-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 6th 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
Telefo: 23383507

To,
All Regional Directors
A-12011/26/2011-Ad.II
Government of India
Ministry of Corporate Affairs

New Delhi, dated 15th 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 undersigned 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:

<table>
<thead>
<tr>
<th>Region</th>
<th>No of LDC posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>North region (erstwhile)</td>
<td>19</td>
</tr>
<tr>
<td>East and North East Region</td>
<td>16</td>
</tr>
<tr>
<td>South Region (erstwhile)</td>
<td>18</td>
</tr>
<tr>
<td>West Region (erstwhile)</td>
<td>25, 78</td>
</tr>
</tbody>
</table>

(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
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)
Under Secretary to the Government of India
Teletax: 23383507
E-Mail: raj.pandey@mca.gov.in

1. All RDs
2. I.Gov.Cell --- for placing in Employees Corner (Re-organisation of offices)