NOTIFICATION

New Delhi, the 31st January, 2001

G.S.R. 61(E)—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of Department of Company Law Administration (Class I and III Posts) Recruitment Rules, 1962, to the extent they relate to the post of Assistant Record Keeper 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 post of Assistant Record Keeper in the Office of the Regional Directors, Registrars of Companies and Official Liquidator in the Department of Company Affairs, namely:—

1. Short title and commencement.—(1) These rules may be called the Department of Company Affairs, Office of the Regional Directors, Registrars of Companies and Official Liquidator (Assistant Record Keeper) Recruitment Rules, 2001.

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

2. Number of post, classification and scale of pay.—The number of post, its classification and the Scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, Age limit and other qualification.—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as prescribed in columns 5 to 14 of the said Schedule.

4. Disqualification.—No person—

(a) Who has entered into or contracted as marriage with a person leaving spouse living; or

(b) Who having a spouse living, has entered into or contracred 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 other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.
5. **Powers 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 reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen 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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**SCHEDULE**

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Number of posts</th>
<th>Classification</th>
<th>Scale of pay</th>
<th>Whether selection by merit or seniority or non-selection post</th>
<th>Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules 1972</th>
<th>Age limit for direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst. Record Keeper</td>
<td>1* (2000)</td>
<td>General Central Service, Group 'C'</td>
<td>Rs. 4000-10000</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

- Subject to variation dependent on work load.

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**Educational and other qualifications required for direct recruits**

- Whether age and educational qualification 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 and percentage of the posts to be filled by various methods.

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Two years</td>
<td>By promotion</td>
</tr>
</tbody>
</table>

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**In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made**

If a Dependental Promotion Committee exists, what is its composition.

**Circumstances in which Union Public Service Commission is to be consulted in making recruitment**

<table>
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<tr>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion: Lower Division Clerks in the Region with regular service in the grade.</td>
<td>Group 'C' Direct Promotion Committee: 1. RD of the Region—Chairman. 2. ROCOL (JAG) level—Member. 3. Under Secretary, Department of Company Affairs—Member. 4. An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India—Member.</td>
<td>Union Public Service Commission approval is not required.</td>
</tr>
</tbody>
</table>