

RTI, Case no. 04/2019-20

शांतिरहित न्यायालय

प्रति सं. 0089

दिनांक 29/05/19

## RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	CUOTS/R/2019/80004	Date of Receipt (प्राप्ति की तारीख) :	16/05/2019
Transferred From (से स्थानान्तरित):	Ministry of Culture on 16/05/2019 With Reference Number : MCULT/R/2019/50068/5		
Remarks(टिप्पणी) :	The application is being transferred under 6(3) of RTI Act, 2005 for furnishing the information directly to the applicant under intimation to this Ministry to this section.		
Type of Receipt (रसीद का प्रकार) :	Electronically Transferred from Other Public Authority	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :	paramjeet kumar	Gender (लिंग) :	Male
Address (पता) :	s/o- pramod ranjan singh , vill- bhadwa p.o- itasang p.s- rahui, nalanda, Pin:803119		
State (राज्य) :	Bihar	Country (देश) :	India
Phone Number (फोन नंबर) :	+91-7547843942	Mobile Number (मोबाईल नंबर) :	+91-7564087317
Email-ID (ईमेल-आईडी) :	kumarparam440@gmail.com		
Status (स्थिति) (Rural/Urban) :	Rural	Education Status :	Graduate
Requester Letter Number(निवेदक पत्र संख्या) :	Details not provided	Letter Date :	Details not provided
Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) :	No	Citizenship Status (नागरिकता)	Indian
Amount Paid (राशि का भुगतान) :	0 (Received by Ministry of Culture) (original recipient)	Mode of Payment (भुगतान का प्रकार)	Payment Gateway
Request Pertains to (अनुरोध निम्नलिखित	Sunil Kumar		

संबंधित है) :

**Information Sought** please provide state wise vacancy details of Lower Division Clerk in  
(जानकारी मांगी): Ministry Of Culture in SSC CHSL-2017. Also provide me the work profile of Lower Division Clerk.

**Original RTI Text (मूल** please provide state wise vacancy details of Lower Division Clerk in  
**आरटीआई पाठ):** Ministry Of Culture in SSC CHSL-2017. Also provide me the work profile of Lower Division Clerk.

Print Save Close

**ACTION HISTORY OF RTI REQUEST No.MCULT/R/2019/50068/5**

**Applicant Name** paramjeet kumar  
**Text of Application** please provide state wise vacancy details of Lower Division Clerk in Ministry Of Culture in SSC CHSL-2017. Also provide me the work profile of Lower Division Clerk.

**Reply of Application**

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	14/05/2019	Nodal Officer	MCULT/R/2019/50068
2	REQUEST FORWARDED TO CPIO	14/05/2019	Nodal Officer	Forwarded to CPIO(s) :
3	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY	16/05/2019	Maneesh Rajan (BTI)- (CPIO)	1) Central University of Tibetan Studies. : The application is being transferred under 6(3) of RTI Act, 2005 for furnishing the information directly to the applicant under intimation to this Ministry to this section.; 2) Central Institute of Buddhist Studies. : The application is being transferred under 6(3) of RTI Act, 2005 for furnishing the information directly to the applicant under intimation to this Ministry to this section.; 3) Nava Nalanda Mahavihara : The application is being transferred under 6(3) of RTI Act, 2005 for furnishing the information directly to the applicant under intimation to this Ministry to this section.; 4) Central Institute of Himalayan Culture Studies : The application is being transferred under 6(3) of RTI Act, 2005 for furnishing the information directly to the applicant under intimation to this Ministry to this section.

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**CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES**  
(Deemed University)  
Sarnath, Varanasi – 221007

CIHTS/RTI/04/2019-20 - 1763

Date: 08.06.2019

**(Most Urgent-RTI)**

✓ Shri Paramjeet Kumar  
S/o Pramod Ranjan Singh  
Vill.- Bhadwa, P.O.- Itasang  
P.S.- Rahui, Nalanda, Bihar  
Pin – 803119

अत्यावश्यक  
सूचना का अधिकार  
पंजीकृत/स्पीड पोस्ट

Sub: Information under RTI Act, 2005- application of Shri Paramjeet Kumar regarding.

Sir,

This refers to your online RTI application dated 16.05.2019, transferred from Ministry of Culture on 16/05/2019 (With Reference Number MCULT/R/2019/50068/5), received in this office on 29.05.2019.

The desired information is hereby attached in 01 page.

Enclosure – 01 page.

Yours faithfully

*Sunil Kumar*

(Sunil Kumar)

Public Information officer

**Details of First Appellate Authority**

Prof. Jampa Samten (Tibetan History)  
Central Institute of Higher Tibetan Studies  
(Deemed to be University)  
Sarnath, Varanasi - 221 007

Copy for kind information to:

1. Registrar, CIHTS, Sarnath, Varanasi - for kind information
2. Shri Kamal Dev, CPIO & Under Secretary to the Government of India, Government of India, Ministry of Culture, Shastri Bhawan, New Delhi-110001
3. Shri Sanjay Kumar, Under Secretary & CPIO, Government of India, Ministry of Culture, (AR&IT Section), Shastri Bhawan, New Delhi-110001
4. Shri R.K. Mishra, Nodal Officer (Suo Motu Disclosure)
5. PS to V.C. for Kind information to Hon'ble Vice-Chancellor

*(Sunil Kumar)*

Public Information officer



Central Institute of Higher Tibetan Studies, Sarnath, Varanasi  
(Deemed to be University)

CIHTS/Admn-II/GNS/RTI/136

Date 07.06.2019

Vacancy details of Lower Division Clerk

Sl.no.	Name of the Post	Sanction Strength	Filled position	Vacant position
1	Lower Division Clerk	10	03	06 post By Direct Recruitment and 01 post by promotion (IV class ). Post is already advertised & recruitment is under process.

Duties and Responsibilities of Lower Division Clerk

The Lower Division Clerk shall be responsible to the Registrar/Vice-Chancellor. He/She shall assist and work under the guidance and supervision of the Section Officer. Assistant Registrar/Deputy Registrar or any other unit In-charge and broadly perform the following duties as assigned to him from time to time

- 1) Diary, Dispatch and typing work.
- 2) Maintenance of files, records, registers and any other classified/unclassified/regulatory documents.
- 3) Dealing with files on different issues including noting, drafting, typing and data feeding on computer etc.
- 4) To perform the duties of cashier, cash collection, counter-clerk, store-keeper, accounts clerk and filed duties.
- 5) To provide the desired information sought under RTI Act, 2005.
- 6) Holding of the meetings, preparation of agenda, minutes of various Committees of the University
- 7) Any other duties as and when assigned by the Controlling Authority from time to time.



अत्यावश्यक  
सूचना का अधिकार  
पंजीकृत/स्पीड पोस्ट

  
Registrar  
कुलसचिव/REGISTRAR  
केन्द्रीय उच्च, तिब्बती शिक्षा संस्थान  
Central Institute of Higher Tibetan Studies  
डीम्ड विश्वविद्यालय (Deemed University)  
सारनाथ, वाराणसी/Sarnath, Varanasi