



RECRUITMENT RULES

FOR GROUPS 'C' AND 'D' POSTS OF ADMINISTRATION AND ALLIED CADRES

**Defence Research and Development Organisation
Ministry of Defence, New Delhi**

29 May 1998

Contents

	<i>Pages</i>
1. Administration - SRO 10 E	1-21
(1) Administrative Superintendent	
(2) Administrative Assistant 'C'	
(3) Administrative Assistant 'B'	
(4) Administrative Assistant 'A'	
(5) Cashier	
2. Stores - SRO 11 E	23-41
(1) Store Superintendent	
(2) Store Assistant 'C'	
(3) Store Assistant 'B'	
(4) Store Assistant 'A'	
3. Personal Assistants - SRO 12 E	43-53
(1) Personal Assistant 'B'	
(2) Personal Assistant 'A'	
4. Data Entry - SRO 13 E	55-71
(1) Data Entry Operator 'D'	
(2) Data Entry Operator 'C'	
(3) Data Entry Operator 'B'	
(4) Data Entry Operator 'A'	
5. Fire Service - SRO 14 E	73-109
(1) Fire Superintendent	
(2) Fire Master	
(3) Fire Supervisor	
(4) Senior Fireman 'B'	
(5) Senior Fireman 'A'	
(6) Fireman	
(7) Fire Engine Driver 'A'	
(8) Fire Engine Driver 'B'	
(9) Fire Engine Driver 'C'	

6. Security - SRO 15 E	111—127
(1) Senior Security Assistant	
(2) Security Assistant 'C'	
(3) Security Assistant 'B'	
(4) Security Assistant 'A'	
7. Hindi - SRO 16 E	129—137
(1) Senior Assistant (Hindi)	
(2) Assistant (Hindi)	
8. Supervisors (General Duties) - SRO 17 E	139—149
(1) Senior Supervisor 'B' (General Duties)	
(2) Senior Supervisor 'A' (General Duties)	
9. Office Assistant - SRO 18 E	151—157
(1) Office Assistant 'B'	
10. Group 'D' (Non-Industrial) - SRO 19 E	159—229
(1) Office Attendant 'A'	
(2) Office Attendant 'B'	
(3) Office Attendant 'C'	
(4) Office Attendant 'D'	
(5) Cosmetic Attendant 'A'	
(6) Cosmetic Attendant 'B'	
(7) Cosmetic Attendant 'C'	
(8) Cosmetic Attendant 'D'	
(9) Security Attendant 'A'	
(10) Security Attendant 'B'	
(11) Security Attendant 'C'	
(12) Security Attendant 'D'	
(13) Garden Attendant 'A'	
(14) Garden Attendant 'B'	
(15) Garden Attendant 'C'	
(16) Garden Attendant 'D'	
(17) Laboratory Attendant 'C'	

Ministry of Defence
(Department of Defence Research and Development)

Dated the 29 May, 1998

Notification

S.R.O. 10E. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Defence Research and Development Organisation, Ministry of Defence Group 'C' Non-Gazetted (Ministerial) posts Recruitment Rules, 1980 and the Defence Research and Development Organisation, Ministry of Defence Clerks, Store Keepers, Cashier, Stenographer Grade II and Stenographer Grade III posts Recruitment Rules, 1986, 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' (Administration) posts in the Defence Research and Development Organisation, Ministry of Defence, namely:-

1. (1) *Short title and commencement*:- (I) These rules may be called the Defence Research and Development Organisation, Ministry of Defence, Group 'C' (Administration) posts Recruitment Rules, 1998.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. *Initial Constitution*: The incumbents of the following posts in the Defence Research and Development Organisation at the commencement of these rules shall be re-designated as indicated below:-

(i) Office Superintendent Grade-I	— Administrative Superintendent
(ii) Office Superintendent Grade-II	— Administrative Assistant 'C'
(iii) Upper Division Clerk	— Administrative Assistant 'B'
(iv) Lower Division Clerk	— Administrative Assistant 'A'
3. *Number of posts , classification and scale of pay*:- The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in Columns 3 to 5 of the said Schedule.

4. *Method of recruitment, age limit and qualifications,-*

- (i) The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 6 to 15 of the Schedule aforesaid.
- (ii) For the purpose of promotion, the Laboratories and Establishments of Defence Research and Development Organisation have been grouped into various Departmental Promotion Committee II Groups, as per the orders issued by the Government from time to time. Each such Group shall be considered a separate and independent unit and promotion of eligible employees to the next higher post included in these rules, except to the post of Administrative Assistant 'A' shall be made within the Group only.
- (iii) Composition of Departmental Promotion Committee II (Col 14 of schedule aforesaid)

(a) Chairman:-

Director/Head of one of the Defence Research and Development Organisation Laboratories/Establishments participating in respective decentralised Departmental Promotion Committee-II Group.

(b) Members:

(i) An officer not below the rank of Senior Administrative Officer Grade II or equivalent from the participating Laboratories/ Establishments in the respective decentralised Departmental Promotion Committee II Group.

(ii) An Officer of the rank not below Senior Administrative Officer Grade I or Scientist 'C' or equivalent who does not belong to any of the constituent Establishment/Laboratory of the respective Departmental Promotion Committee-II Group.

5. Disqualifications. —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 any of the said posts:

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.

6. **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 or posts.

7. **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.

(N C S Negi)
Under Secretary to the Government of India

File No.DRDO/76257/RR/ADMIN/MPD

Publish

(N C S Negi)
Under Secretary to the Government of India

D(Coord)

File No.DRDO/76257/RR/ADMIN/MPD/1688(1)/D(R&D)

date 29-5-1998

SCHEDULE

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9
1.	Administrative Superintendent	100* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 5500-175-9000	Selection-Cum-Seniority	Not applicable.	Not admissible.	Not applicable.

*Subject to variation dependent on workload.

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable.	Not applicable.	By Promotion.	<p><i>Promotion:</i> Administrative Assistant 'C' with five years regular service in the grade failing which with combined regular service of 10 years rendered in the grades of Administrative Assistant 'C' and Administrative Assistant 'B', out of which atleast 2 years should have been rendered in grade of Administrative Assistant 'C', in the respective Departmental Promotion Committee-II Group.</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service, in the grades of Administrative Assistant 'C' and Administrative Assistant 'B', the regular service rendered in the erstwhile posts of Office Superintendent Grade-II and Upper Division Clerk respectively in the respective Departmental Promotion Committee II</p>	Departmental Promotion Committee-II	Not applicable.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15

Group shall also be taken into account.

2. Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying service.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9
2.	Administrative Assistant 'C'	500* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 5000-150-8000	Section-cum-Seniority	Not applicable.	Not admissible.	Not applicable.

*Subject to variation dependent on workload.

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable.	Not applicable.	<p><i>By Promotion</i></p> <p>(i) On the basis of selection-cum-seniority – 75%</p> <p>(ii) On the basis of Limited Competitive Examination*, failing which by promotion on the basis of selection-cum-seniority –25%; Provided that if the total number of vacancies to be filled in a year in the grade of Administrative Assistant-C in the respective Departmental Promotion Committee II Group is less than 8, no Limited Departmental Competitive Examination shall be held for the Group in that year.</p> <p>*Note: The Limited Departmental Competitive Examination shall be held only from the year 1999 onwards, i.e., for the vacancies occurring in the Grade of Administrative Assistant 'C' on or after 1.1.1999. Till then all the vacancies</p>	<p><i>Promotion</i></p> <p>Administrative Assistant 'B' and Cashier with 5 years regular service rendered in either or both the grades together in the respective Departmental Promotion Committee-II Group</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service, the regular service rendered in the erstwhile posts of Upper Division Clerk in the respective Departmental Promotion Committee-II Group shall also be taken into account.</p> <p>2. Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation</p>	Departmental Promotion Committee-II	Not applicable.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15

occurring in the Grade of Administrative Assistant 'C' shall be filled only on the basis of selection-cum-seniority.

period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying service.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9
3.	Administrative Assistant 'B'	693* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 4000-100-6000	Selection-cum-seniority.	Not applicable.	Not admissible.	Not applicable.

*Subject to variation dependent on workload.

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable.	Not applicable.	<p>By promotion on the basis of Selection-cum-Seniority-75% By promotion on the basis of Limited Departmental Competitive Examination* failing which on the basis of Selection-cum-Seniority-25%; Provided that if the number of vacancies to be filled in a year in the grade of Administrative Assistant 'B' in the respective Departmental Promotion Committee II Group is less than 8, no Limited Departmental Competitive Examination shall be held for the Group in that year. *Note: The Limited Departmental Competitive Examination shall be held only from the year 1999 onwards, i.e., for the vacancies occurring in the Grade of Administrative Assistant 'B' on or after 1.1.1999. Till then all the vacancies</p>	<p><i>Promotion:</i> Administrative Assistants 'A' with 5 years regular service in the grade rendered in the respective Departmental Promotion Committee-II Group. <i>Note:</i> 1. For the purpose of counting of qualifying service, the regular service rendered in the erstwhile post of Lower Division Clerk in the respective Departmental Promotion Committee II Group shall also be taken into account. 2. Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation</p>	Departmental Promotion Committee-II	Not applicable.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15

occurring in the grade shall be filled only on the basis of Selection- cum- Seniority period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying service.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9
4.	Administrative Assistant 'A'	693* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 3050-75-3950-80-4590	Selection-cum-seniority.	18-25 years Upper age limit relaxable for Scheduled Castes, Scheduled Tribes, Other Backward classes, Ex-servicemen, Central Government Servants, etc. as per the orders of Central Government issued from time to time. The crucial date for determination of the age limit for direct recruitment in each case shall be the last date upto which the Employment Exchange is	Not admissible.	(i) Senior Secondary School Certificate, recognised by the Central/State Government. (ii) Accurate speed of typing in English at the speed of 30 words per minute or in Hindi at the speed of 25 words per minute or Accurate speed of 8000 key depressions per hour for Data Entry in the Computer. <i>Desirable</i> Knowledge of computer operation or pass in computer course at 'O' level.

*Subject to variation dependent on workload.

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Educational Qualifications—Yes, to the extent indicated in column 13. Age-No.	Two years	(i) By direct recruitment—90% (ii) By promotion on the basis of selection-cum-seniority, subject to qualifying the Limited D e p a r t m e n t a l Examination—5% If more “individuals” qualify in the limited D e p a r t m e n t a l Examination ‘than’ the prescribed quota to be filled up by that method in any particular year, the excess candidates left over, shall be adjusted against vacancies in subsequent years. (iii) By promotion on the basis of selection-cum-seniority—5%	<i>Promotion</i> Group ‘D’ employees (non-industrial) with five years regular service rendered in the grade in the respective Laboratory/Establishment and possessing the qualifications prescribed for direct recruitment or equivalent qualifications.	Departmental Promotion Committee-III Composition: 1. Head of the Concerned Establishment or Laboratory. —Chairman 2. Two senior officers of the Concerned Establishment or Laboratory. —Members 3. An officer from another Laboratory/Establishment or HQrs equivalent to or above the rank of the members of the concerned Laboratory/Establishment. —Member	Not applicable.

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9

asked to submit the names or the last date notified in the advertisement for receipt of applications, as the case may be.

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods

In case of recruitment by promotion/absorption grades from which promotions to be made

If a DPC exists what is its composition

Circumstances in which UPSC is to be consulted in making recruitment

10

11

12

13

14

15

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9
5.	Cashier	70* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 4000-100-6000 (Special pay of cashier will be admissible as per the orders of Central Government issued from time to time)	Selection-cum-seniority.	Not applicable.	Not admissible.	Not applicable.

*Subject to variation dependent on workload.

Whether age & 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 deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15

Not applicable	Not applicable.	By absorption.	By Absorption:— Administrative Assistant 'B' serving in the respective Laboratory/ Establishment and having experience of accounts and handling cash.	Not applicable.	Not applicable.
----------------	-----------------	----------------	--	-----------------	-----------------