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**Ministry of Defence**  
**(Department of Defence Research and Development)**

Dated the 29 May, 1998

**Notification**

**S.R.O.12E.** 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 Clerks, Storekeepers, Cashier, Stenographer Grade II and Stenographer Grade III posts Recruitment Rules, 1986, 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' (Personal Assistants) posts in the Defence Research and Development Organisation, namely:-

1. (1) Short, title and commencement :- These rules may be called the Defence Research and Development Organisation, Ministry of Defence, Group 'C' (Personal Assistants) posts, Recruitment Rules, 1998.  
  
(2) They shall come into force from 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) Stenographer Grade-II — Personal Assistant 'B'
  - (ii) Stenographer Grade-III — Personal Assistant 'A'
3. Number of Posts, classification and scale of pay.- The number of posts their classification and the scale of pay attached thereto shall be as specified in columns (3) to (5) of the Schedule annexed to these rules.
4. Method of recruitment, age limit and other qualification etc.-
  - (i) The method of recruitment, age limit, qualifications and other matters relating to said posts shall be as specified in columns(6) to (15) of the said Schedule.

(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 Group shall be considered a separate and independent unit and promotion of eligible employees to the post of Personal Assistant 'B' 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 Laboratory/Establishment 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 Grades.

(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, after consulting the Union Public Service Commission, by order, relax any of the provisions of these rules with respect to any class or category of persons.

7. *Saving*.- Nothing in these rules shall affect reservation, 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/PAs/MPD

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Publish

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

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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.	Personal Assistant 'B'	258* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 5000-150-8000.	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>            Personal Assistant 'A' with 5 years regular service in the grade, rendered 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 post of Stenographer Grade III 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, to the posts of included in these rules, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half</p>	Departmental promotion Committee-II	Not applicable.

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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
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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.	Personal Assistant 'A'	107* (1998)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 4000-100-6000	Not applicable.	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	Not admissible.	(i) Senior Secondary School Certificate (10 + 2) recognised by the Central/state Governments. (ii) Accurate speed of 80 word per minute in shorthand and 40 words per minutes in typing in English or 30 words per minute in Hindi or Accurate speed of 8000 key depressions per hour for data entry into computer.  <b>Desirable:</b> 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	10	11	12	13	14	15
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						
Qualification: Yes, to the extent indicated in column 13	Two years.	Limited Departmental competitive Examination falling which by direct recruitment—50% Direct Recruitment 50%	Promotion through Limited Departmental competitive Examination	Promotion through Administrative Assistant 'A' and Store Assistant 'A' with three years regular service in the grade rendered in the respective Laboratory/ the Chairman — Two senior officers of Concerned Establishment. Note: 1. For the purpose of counting of qualifying service, the regular service rendered in the Laboratory/Establishment or Hqs equivalent to or above the rank of the Division Clerk and Store Keeper in the respective Laboratory/Establishment shall also be taken into account.	Departmental promotion	Not applicable.
Age: No						

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

Qualification:  
Yes, to the extent  
indicated in column 13

Two years.

Promotion through Limited Departmental competitive Examination failing which by direct recruitment—50%  
Direct Recruitment 50%

*Promotion through Limited Departmental Competitive Examination.* Administrative Assistant 'A' and Store Assistant 'A' with three years regular service in the grade rendered in the respective Laboratory/Establishment.  
*Note:* 1. For the purpose of counting of qualifying service, the regular service rendered in the erstwhile posts of Lower Division Clerk and Store Keeper in the respective Laboratory/Establishment shall also be taken into account.

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.
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Employment Exchange is 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
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