

(Published in Part II, Section 4 of the Extraordinary Gazette of India)

Ministry of Defence
(Department of Defence Research and Development)

Dated the 29 May, 1998

Notification

S.R.O. 19E. 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 'D' (Non-Gazetted, Non-Industrial) posts Recruitment Rules, 1974 except as respect 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 'D' (Non-Industrial) posts in Defence Research and Development Organisation under the Ministry of Defence, namely:—

1. (1) **Short title and commencement**— These rules may be called the Defence Research and Development Organisation, Ministry of Defence, Group 'D' (Non-Industrial) 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) Peon/Orderly/Messenger	— Office Attendant 'A'
(ii) Daftry	— Office Attendant 'B'
(iii) Junior Gestetner/Record keeper	— Office Attendant 'C'
(iv) Safaiwala/Farash	— Cosmetic Attendant 'A'
(v) Jamedar Safaiwala	— Cosmetic Attendant 'B'
(vi) Chowkidar/Darwan/Watch man	— Security Attendant 'A'
(vii) Jamedar Watchman	— Security Attendant 'B'
(viii) Mali/Gardner	— Garden Attendant 'A'
(ix) Laboratory Bearer	— Laboratory Attendant 'B'
(x) Laboratory Attendant	— Laboratory Attendant 'C'

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, promotion, age limit and qualifications—

(1) 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.

(2) Composition of Departmental Promotion Committee III (for confirmation/promotion)
(Col 14 of Schedule aforesaid)

(i) Head of the Concerned Establishment or Laboratory
—Chairman

(ii) Two senior officers of the Concerned Establishment or Laboratory.
—Members

(iii) An officer from another Laboratory/Establishment or Headquarters equivalent to or above the rank of the members of the members of the concerned Laboratory/Establishment
—Member

5. **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 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 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 of 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

No. DRDO/76257/RR/Group-D/MPD

Publish

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

D(Coord)

No. DRDO/76257/RR/Group-D/MPD/1688(10)/D(R&D)

dated 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 recruit	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.	Office Attendant 'A'	351* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2550-55-2660-60-3200	Not applicable	18 to 25 years. Upper age limit relaxable for Schedule 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 in each case shall be the last date upto which the	Not admissible	Eighth Standard Pass <u>Desirable:</u> Secondary school certificate (10th standard pass under 10+2 system) recognised by Central/State Governments

*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	Two years for direct recruits	By direct recruitment 75%. By absorption failing which by direct recruitment 25%	<u>Absorption:</u> 'Cosmetic Attendants 'A' with 5 years regular service in the respective Laboratory/Establishment and possessing the qualification prescribed for direct recruitment or the ability to read and write English or Hindi or a Regional language which will be determined by a simple test.	Departmental promotion Committee-III	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

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
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 recruit	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.	Office Attendant 'B'	240* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2610-60-3150-65-3540	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> Office attendants 'A' with 5 years regular service in the grade rendered in the respective Laboratory/ Establishment.</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service, the regular service rendered in the erstwhile posts of Peon. Orderly or Messenger in the respective Laboratory/Establishment 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 period, for promotion to the next higher grade</p>	Departmental promotion Committee-III	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

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.	Office Attendant 'C'	120* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2650-65-3300-70-4000	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> Office attendants 'B' with 5 years regular service in the grade failing which by Office Attendants A/B with 10 years combined service in the grades of office Attendant 'A' and Office Attendant 'B' out of which atleast 2 years should have been rendered in the grade of Office Attendant 'B' or on in situ basis in the Pay Scale of Rs. 2610-3540 or 775-1025/1150 (pre-revised) in the respective Laboratory / Establishment.</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service, the regular service rendered in the erstwhile posts of Daftry, in the respective Laboratory/Establishment shall also be taken into account.</p> <p>2. Where juniors who have completed their qualifying service are being considered for</p>	Departmental promotion Committee-III	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

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 recruit	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.	Office Attendant 'D'	50* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2750-70-3800-75-4400	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> Office attendants 'C' with 5 years regular service in the grade failing which by Office Attendants B/C with 10 years combined service in the grades of Office Attendants 'B' and Office Attendant 'C' out of which atleast 2 years should have been rendered in the grade of Office Attendant 'C' or on in situ basis in the Pay Scale of Rs. 2650-4000 or 800-1150 (pre-revised), in the respective Laboratory / Establishment.</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service, in the grades of Office Attendant 'B' and Office Attendant 'C' the regular service rendered in the erstwhile posts of Daftry and Junior, Gestetner Operator/ Record Keeper respectively in the respective Laboratory/</p>	Departmental promotion Committee-III	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

Establishment, 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
5.	Cosmetic Attendant 'A'	181* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2550-55-2660-60-3200	Not applicable	18 to 25 years. Upper age limit relaxable for Schedule 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 in each case shall be the last date upto which the Employment Exchange is	Not admissible	Fifth Standard Pass <u>Desirable</u> ; Eighth standard pass

*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	2 years	By direct recruitment	Not applicable	Departmental promotion Committee-III	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
6.	Cosmetic Attendant 'B'	170* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2610-60-3150-65-3540	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> Cosmetic Attendants 'A' with 5 years regular service in the grade rendered in the respective Laboratory/Establishment</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service the regular service rendered in the erstwhile posts of Safaiwala and Farash in the respective Laboratory/Establishment shall also be taken into a 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 period, for promotion to</p>	Departmental promotion Committee-III	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

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
7.	Cosmetic Attendant 'C'	26* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2650-65-3300-70-4000	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

Promotion:
 Cosmetic Attendants 'B' with 5 years regular service in the grade failing which by Cosmetic Attendants A/B with 10 years combined service in the grades of Cosmetic Attendant 'A' or Cosmetic Attendant 'B' out of which atleast 2 years should have been rendered in the grade of Cosmetic Attendant 'B' or on in situ basis in the Pay Scale of Rs. 2610-3540 or 775-1025/1150 (pre-revised) in the respective Laboratory / Establishment.

Departmental promotion Committee-III

Not applicable

Note: 1. For the purpose of counting of qualifying service, in the grades of Cosmetic Attendant 'A' and Cosmetic 'B', the regular service rendered in the erstwhile posts of Safaiwala and Jamedar in Safaiwala respectively in the respective Laboratory/Establishment shall also be taken into account.

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

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
8.	Cosmetic Attendant 'D'	14* (1998)	General Central Service Group 'D' Non-Gazetted (Non industrial)	2750-70-3800-75-4400	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> Cosmetic attendants 'C' with 5 years regular service in the grade failing which by Cosmetic Attendants B/C with 10 years combined service in the grades of Cosmetic Attendant 'B' or Cosmetic Attendant 'C' out of which atleast 2 years should have been rendered in the grade of Cosmetic Attendant 'C' or on in situ basis in the Pay Scale of Rs. 2650-4000 or 800-1150 (pre-revised) in the respective Laboratory/ Establishment.</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service, in the grade of Cosmetic Attendant 'B', the regular service rendered in the erstwhile post of Jamedar Safaiwala in the respective Laboratory/ Establishment shall also be taken into account.</p>	Departmental promotion Committee-III	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