

(12)

- 3- I çî/r fodtæhñ r i ðufr I fefr&2 µ I nL;
 I eñ ea Hkx ysosokyh iz ks' kkyk@
 LFki uk dk T; SB iz kkl fud vf/dkjh
 xM&2
- I eñ ^[k* foHkxh; i ð"Vdj.k I fefr ds
 I çî/ ea
- 1- I çî/r fodtæhñ r foHkxh; i ðufr µ vè; {k
 I fefr&2 I eñ ea Hkx ysosokyh j{kk
 vuq a'ku vñ fodkl I æBu dh
 iz ks' kkyk/LFki uk/æck funs kd@
 iz/ku
- 2- T; SB iz kkl fud vf/dkjh xM&1 ;k µ I nL;
 oKkfud ^x* tks I çî/r fodtæhñ r
 i ðufr I fefr&2 I eñ dh fd I h Hk
 iz ks' kkyk/LFki uk I s I çî/r ughæ gks A
- 3- I çî/r fodtæhñ r i ðufr I fefr&2 µ I nL;
 I eñ ea Hkx ysosokyh iz ks' kkyk@
 LFki uk dk T; SB iz kkl fud vf/dkjh
 xM&2

[i Ok I a Mh, pvkjMh@37661ævk' kfyfi dævkj-vkj-æ hæ hæ01@2118æMh vkj , M Mh@15]
 , I - Mh- Hkl kj] voj I fpo

i kn fVli .k %T; SB futh I gk; d dsin dsfy, eñ fu; e dk-fu-vk- I æ; k 275] rkjh[k 30 tæ] 1986] dk-fu-vk- I a6(v)] rkjh[k
 21 ekp] 1990 ds}kj jkt i-k ea iz dlf' kr fd, x, Flsvñ mueædk-fu-vk- I a148 rkjh[k 12 tæ] 1991] dk-fu-vk- I a 61
 rkjh[k 28 eb] 1993] dk-fu-vk- I a 127] rkjh[k 26 vxLr] 1993] dk-fu-vk- I a 74 rkjh[k16 i Ojoh] 1995] dk-fu-vk- I a
 98 rkjh[k 07 vi&y] 1995] dk-fu-vk- I a 214] rkjh[k 20 fl ræj] 1995 }kj I a ks/u fd; k x; k rFlk mlga dk-fu-vk- I a
 12(v)] rkjh[k 29 eb] 1998 }kj vf/0 ðr fd; k x; k vñ rRi ' pkr mudk dk-fu-vk- I a 6 rkjh[k 18 toujh] 2000 }kj
 vf/0 ðr fd; k x; k A

MINISTRY OF DEFENCE

(Department of Defence Research and Development)

New Delhi, the 9th September, 2015

S.R.O. 37.—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, Private Secretaries and Personal Assistant 'C' posts Recruitment Rules, 2000 and the Defence Research and Development Organisation, Ministry of Defence, Group 'C' (Personal Assistants) posts Recruitment Rules, 1998 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 Senior Private Secretary, Private Secretary and Stenographer Grade-I in the Defence Research and Development Organisation, Ministry of Defence, namely:ô

1. Short title and commencement.— (1) These rules may be called the Ministry of Defence, Defence Research and Development Organisation, Senior Private Secretary, Private Secretary and Stenographer Grade-I posts Recruitment Rules, 2015.

(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:-

- | | |
|------------------------------|--------------------------|
| (a) Senior Private Secretary | Senior Private Secretary |
| (b) Private Secretary 'B' | |
| (c) Private Secretary 'A' | Private Secretary |
| (d) Personal Assistant 'C' | |
| (e) Personal Assistant 'B' | Stenographer Grade- I |

Note 1: The regular service rendered by the incumbents of the posts of Private Secretary 'B' and Private Secretary 'A', prior to commencement of these rules, shall be deemed to be service rendered in the revised posts of Senior Private Secretary and Private Secretary respectively. Similarly, the regular service rendered by the incumbents of the post of Personal Assistant 'C' prior to commencement of these rules, shall be deemed to be service rendered in the merged post of Stenographer Grade-I,

Note 2: The regular service rendered by the incumbents of the post of Personal Assistant 'B' from 1st January, 2006 onwards, shall be deemed to be service rendered in the revised post of Stenographer Grade-I.

Note 3: The officer holding the post of the Personal Assistant 'C' revised to Stenographer Grade-I in the pre-revised scale of Rs. 5500-9000 on regular basis on 29th August, 2008 will be en-bloc senior to those Personal Assistant 'B' holding the posts in pre- revised scale of Rs. 5000-8000.

3. Number of the post, Classification, Pay Band or Grade Pay or Pay Scale.— The number of post, its classification and the pay band, grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

4. Method of recruitment, age limit and other qualifications, etc..—The method of recruitment to the said post, age limit, qualification and other matters relating to the said post shall be as specified' in columns (5) to (13) of the Schedule.

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 post:

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 and in consultation with Union Public Service Commission, 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 reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Senior Private Secretary	*63 (2015) *Subject to variation dependent on workload.	General Central Service, Group -Bø Gazetted, Ministerial	Pay band-2, Rs. 9300-34800 plus (Grade Pay of Rs. 4800)	Selection	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualification prescribed for direct recruit will apply in the case of promotees	Period of probation, if any	
(7)			(8)	(9)	
Not applicable			Not applicable	Not applicable	
Method of recruitment : Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made		
(10)			(11)		
By promotion failing which by deputation.			<p>Promotion : Private Secretary in Pay Band-2, Rs. 93006 34800 plus Grade pay of Rs. 4600 with two years regular service in the grade.</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1- 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.</p>		

(11)

Deputation :

Officers holding the post of Stenographer Cadre under the Central Government :

(i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with two years service in the Private Secretary grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4600 or equivalent in the parent cadre or department.

Note 1 : The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3 : For the purpose of appointment on deputation, basis the service rendered on a regular basis by an officer prior to 1-1-2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

If a Departmental Promotion Committee exists, what is its composition

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

(12)

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Group 'B' Departmental Promotion Committee (for Promotion) :

Consultation with Union Public Service Commission is not necessary.

- 1. Chief Controller, Defence Research and Development Organisation ô Chairman
- 2. Director, Directorate of Personnel (DOP) or Director, Directorate of Human Resource Development (DHRD) Defence Research and Development Organisation ô Member
- 3. Under Secretary from the Ministry of Defence (Research and Development) or Assistant Finance Advisor (Research and Development) ô Member

(1)	(2)	(3)	(4)	(5)	(6)
2. Private Secretary	*120 (2015) *Subject to variation dependent on workload.	General Central Service, Group -Bô Gazetted, Ministerial	Pay band-2, Rs. 9300-34800 plus Grade Pay Rs. 4600	Selection	Not applicable
	(7)		(8)		(9)
	Not applicable		Not applicable		Not applicable
	(10)			(11)	

By promotion failing which by deputation.

Promotion :

Stenographer Grade-I, in the Pay Band-2, Rs. 9300ô 34800 plus Grade pay of Rs. 4200 with five years regular service in the grade.

Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility 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 or eligibility service.

Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1- 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.

Deputation :

Officers holding the post in Stenographer Cadre under the Central Government:

(i) holding analogous post on regular basis in the parent cadre or Department; or

(ii) with five years service in the Stenographers grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300ô 34800 plus Grade Pay of Rs. 4200 or equivalent in the parent cadre or department.

Note 1 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(11)

Note 2 : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3 : For the purpose of appointment on deputation basis the service rendered on a regular basis by an officer prior to 1-1-2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

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Group 'B' DPC (for Promotion) :

Consultation with Union Public Service Commission is not necessary.

- | | |
|--|------------|
| 1. Chief Controller, Defence Research and Development Organisation | ô Chairman |
| 2. Director, Directorate of Personnel (DOP) or Director, Directorate of Human Resource Development (DHRD), Defence Research and Development Organisation | ô Member |
| 3. Under Secretary from the Ministry of Defence, Research and Development or Assistant Financial Advisor (Research and Development) | ô Member |

(1)	(2)	(3)	(4)	(5)	(6)
3. Stenographer Grade-I	*421(2015) *Subject to variation dependent on workload.	General Central Service, Group-B Non-Gazetted, Ministerial.	Pay band-2, Rs. 9300-34800 plus (Grade Pay Rs. 4200)	Selection	Not exceeding 30 years (Relaxable for Govt. servants upto five years in accordance with the instructions or orders issued by the Central Government). Note : The crucial date for determining the age-limit shall be the closing date for

(6)

receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoraam, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

(7)

(8)

(9)

Essential :

- (i) Bachelors degree of a recognised University.
(ii) Skill test norms on computer Dictation : 10 mts @ 100 words per minute. Transcription 40 mts (English), 55 mts (Hindi).

Age- No
Educational Qualifications
to the extent indicated
in Column (7).

2 years for direct recruits
and promotees

Note 1 : The educational qualification for promotees i.e. existintg incumbents in the post of Stenographer Grade-II will be as follows :

- (i) Senior Secondary School Certificate (10+2) recognised by the Central or State Goverments.
(ii) Accurate speed of 80 words per minute in shorthand and 40 words per minute 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.

Note 2: Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 3: The qualification regarding experience is relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities, possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

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5% by promotion failing which by deputation
95% by direct recruit.

Promotion :

Stenographers Grade-II in the pay Band-1, of Rs.5200-20200/ plus Grade Pay of Rs.2400/ with ten years regular service in the grade.

(11)

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.

Deputation: Officers holding the post in Stenographers Cadre under Central Government :

(a) (i) holding analogous posts on regular basis in the parent cadre or department ; or

(ii) with ten years service in the grade rendered after appointment thereto on regular basis in the pay band-1 Rs.5200- 20200 plus Grade Pay of Rs. 2400 or equivalent in the parent cadre or department; and

(b) possessing the educational qualifications prescribed for direct recruitment under column (7).

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

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Group 'B' Departmental Promotion Committee (for promotion).

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

ô Chairman

2. Senior Administrative Officer Grade-I or Scientist -Cø who does not belong to any of the concerned Laboratories/ Establishments of the respective Decentralised Promotion Committee-II Group.

ô Member

3. Senior Administrative Officer Grade-II of the participating Laboratories/Establishments in the respective Decentralised Promotion Committee-II Group.

ô Member

Group 'B' Departmental confirmation Committee (For Confirmation)

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

ô Chairman

2. Senior Administrative Officer Grade-I or Scientist -Cø who does not belong to any of the concerned Laboratories/ Establishments of the respective Decentralised Promotion Committee-II Group.

ô Member

3. Senior Administrative Officer Grade-II of the participating Laboratories/Establishments in the respective Decentralised Promotion Committee-II Group.

ô Member

[F. No. DHRD/87661/Stenographers/RRs/C/P/01/2118/D (R&D)/15]

S. D. BHASOR, Under Secy.

Foot Note : The Principal rules were published in the Official Gazettee vide S.R.O. Number 275, dated the 30th June, 1986, S.R.O. 6E dated 21st March 1990 for the post of Senior Personal Assistant, Amended vide S.R.O. No. 148 dated 12th June 1991, S.R.O. No. 61 dated the 28th May 1993, S.R.O. 127, dated the 26th August 1993, S.R.O. No.74 dated the 16th February, 1995, S.R.O. No. 98, dated the 07th April 1995, S.R.O. No. 214 dated, the 20th September, 1995, Superseded vide S.R.O. No. 12E dated the 29th May, 1998, Superseded vide S.R.O. No. 06 dated, the 18th January, 2000.