

**SCHEDULE****MODEL RECRUITMENT RULES FOR SENIOR PERSONAL ASSISTANT  
(Rs. 2000—3200)**

1. Name of Post : SENIOR PERSONAL ASSISTANT
2. No. of Posts : To be filled by the Ministry/Department/U.T. (subject to variation dependent on workload).
3. Classification : General Central Service Group B Gazetted Ministerial.
4. Scale of Pay : Rs. 2000-60-2300-EB-75-3200.
5. Whether selection post or non-selection post : 'Not Applicable' if promotion is not one of the methods of recruitment.  
'Non-selection' if promotion is one of the methods of recruitment.
6. Age limit for direct recruits : Not applicable.
7. Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972). : Not applicable.
8. Educational & other qualifications required for direct recruits. : Not applicable.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable.
10. Period of Probation, if any : Two years probation if promotion is from Group 'C' post. No probation is required if promotion is from another Group 'B' post.
11. Methods of recruitment. : (i) By promotion failing which by transfer on deputation.  
Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. or  
(ii) By transfer on deputation.
12. In case of recruitment by promotion/deputation transfer, grades from which promotion/deputation/transfer to be made. : **Promotion :**  
Stenographers Gr. I in the scale of Rs. 1640—2900 with two years regular service in the grade failing which with combined regular service of seven years in Stenographer Gr. I and Stenographer Gr. II (1400—2300/2600) and failing both Stenographer Gr. II in the scale of Rs. 1400—2300/2600 with seven years regular service in the grade.  
**Note:** In case there is no post of Stenographer Gr. I (Rs. 1640—2900), only Stenographers in the scale of Rs. 1400—2300/2600 with the requisite service as stated above may be kept as the feeder grade.

**Transfer on Deputation:**

Officers of the Central Govt./concerned U.T.:—

- (a) (i) holding analogous posts on regular basis;  
or  
(ii) with two years regular service in the scale of Rs. 1640—2900 or equivalent; or  
(iii) with seven years regular service in the scale of Rs. 1400-2300/2600 or equivalent; and
- (b) possessing a speed of 100 words per minute in Stenography (English or Hindi).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years).

13. If a DPC exists, what is its composition. : Group 'B' DPC (The detailed composition of the DPC may be indicated). In case promotion is not a method of recruitment, the column may be filled as 'Not applicable'.
14. Circumstances in which UPSC is to be consulted in making recruitment. : Consultation with UPSC not necessary.
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