(Attention: SHRI CHAND KUMAR, UNDER SECRETARY)

Subject: FRAMING OF RECRUITMENT RULES FOR THE POSTS OF SENIOR PRIVATE SECRETARY, PRIVATE SECRETARY AND PERSONAL ASSISTANT GRADE-I IN ORDNANCE FACTORY BOARD, KOLKATA UNDER MINISTRY OF DEFENCE.

Sir,

I am directed to refer to your letter no. 41(3)/2001/III/D(FY-II) dated 09/03/2007 on the above subject and to forward herewith revised recruitment rules on the prescribed proforma for the above post(s) as approved by the Union Public Service Commission.

These rules may please be notified within ten weeks as required under the Ministry of Home Affairs (Department of Personnel & Administrative Reforms) O.M. No. AB. 14017/12/87-Estt.(RR), dated 18.3.88 and a copy of the Gazette Notification forwarded for the information of the Commission at an early date. While furnishing a copy of the Gazette Notification, reference No. of the Commission may be indicated.

If any change(s) take(s) place in the designation of the post(s) the same may be incorporated in the notification but specific intimation in this behalf may be sent to this office for noting the change in our records. If, however, any change in the scale of pay, number of post(s), qualification etc. takes place, a reference may please be made to this office for obtaining the Commission's approval to amend, if need be, the approved rules.

Yours faithfully,

(S.S. NAIR)
UNDER SECRETARY
UNION PUBLIC SERVICE COMMISSION
TELE NO. 2338 4906

Copy to:

M/C
FILE NO 3/4(16)/2006-RR
RESIDENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARY

ATTACHMENT RANKS OF THE POST OF SENIOR PRIVATE SECRETARY

<table>
<thead>
<tr>
<th>NAME OF POST</th>
<th>RANK</th>
<th>WHEN</th>
<th>AGE LIMIT</th>
<th>QUALIFICATION</th>
<th>BENEFIT LIMIT</th>
<th>BENEFIT POST</th>
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<th>EDUCATIONAL &amp; OTHER</th>
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(1) SUBJECT TO VARIATION

DEPENDENT ON WORKLOAD

COL. 3:

- CIVILIAN IN DEFENCE SERVICES, GROUP 'B', GAZETTE MINISTERIAL.
<table>
<thead>
<tr>
<th>NAME OF POST</th>
<th>NO.</th>
<th>CLASS/GRAD</th>
<th>SCALE OF PAY</th>
<th>WHETHER</th>
<th>AGE LIMIT</th>
<th>EDUCATIONAL &amp; OTHER</th>
<th>WHETHER</th>
<th>PERIOD</th>
<th>METHOD OF RECV.</th>
<th>IN CASE OF RECV. BY</th>
<th>PROMOTION/DEPORTATION/</th>
<th>CIRCUMSTANCES IN WHICH U.P.S.C. EXISTS WHAT IS ITS COMPOSITION</th>
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<td>PRIVATE SECRETARY</td>
<td>1498</td>
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<td>16500-2000</td>
<td>SELECTION</td>
<td>N.A.</td>
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<td>PROMOTION</td>
<td>OF PROM.</td>
<td>IF ANY</td>
<td>DIRECT SELECTION</td>
<td>DEPUTATION</td>
<td>BY DEPUTATION.</td>
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#(2001) SUBJECT TO VARIATION DEPENDENT ON VACANCEY

**Note:**
- The Departmental Officers under the Central Government,
  - Holding analogous posts of Stenographer on regular basis in the parent cadre/division, or
  - With three years service in the cadre of Stenographer rendered after appointment, together on a regular basis, in the pay scale of Rs. 5500-9000, or equivalent in the parent cadre/division.
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<tr>
<th>NAME OF POST</th>
<th>NO</th>
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<th>SCALES</th>
<th>WHETHER AGE BENEFIT LIMIT FOR DIRECT RECRUITS.</th>
<th>WHETHER AGE LIMIT QUALIFICATION REQUIRE</th>
<th>WHETHER AGE LIMIT FOR DIRECT RECRUITS.</th>
<th>PERIOD OF PROMOTION/DEPUTATION</th>
<th>METHOD OF RECRUITMENT</th>
<th>IN CASE OF RECRUITMENT BY PROMOTION/PROMOTION/DEPUTATION/ABSORPTION DEPUTATION FROM WHICH PROMOTION/PROMOTION/ABSORPTION TO BE MADE.</th>
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CATALOGUING WHO ARE IN THE DIRECT LINE OF PROMOTION SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT OR DEPUTATION. SIMILARLY DEPUTANISTS SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION. PERIOD OF DEPUTATION INCLUDING THE PERIOD OF DEPUTATION IN ANOTHER DEPARTMENT 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 NOT EXCEED 55 YEARS ON THE CLOSING DATE FOR THE RECEIPT OF APPLICATION.
| NAME OF POST | NO. OF POST | SCALE | WHETHER AGE LIMIT QUALIFICATION REQUIRED NOT | EDUCATIONAL & OTHER  | WHETHER AGE | PERIOD OF PREM. | METHOD OF RECRUITMENT | IN CASE OF RECRUITMENT BY PROMOTION/DEPUTATION/ASSIMIATION GRADES FROM DIRECT RECRUITMENT DIRECT RECRUITMENT, OR BY PROMOTION OR BY DEPUTATION/ASSIMIATION &% OF THE VACANCIES TO BE FILLED BY | VARIOUS METHODS |
|-------------|------------|-------|-------------------------------------------|-----------------------|-------------|---------------|---------------------|------------------------|-----------------------|---------------------|
| PERSONAL ASSISTANT | 3 | 4000-1171 | SELECTION N.A. | N.A. | MA | 2 YRS FOR PROMOTERS | PROMOTION | PROMOTION | PERSONAL ASSISTANT GRADE-II IN THE PAY SCALE OF RS. 5000-8000 WITH THREE YEARS REGULAR SERVICE IN THE GRADE. |

**COL. 3:**

- (2007) SUBJECT TO VARIATION DEPENDENT ON WORKLOAD
- CIVILIAN IN DEFENCE SERVICES, GROUP 'B', NON-INDUSTRIAL, MINISTERIAL.

**NOTES:**
- WHERE JUNIORS WHO HAVE COMPLETED THEIR QUALIFYING/ELIGIBILITY SERVICE ARE NOT CONSIDERED, THEIR SENIORS WOULD ALSO BE CONSIDERED PROVIDED THEY ARE NOT SHORT OF THE REQUISITE QUALIFYING/ELIGIBILITY SERVICE BY MORE THAN HALF OF SUCH QUALIFYING/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/ELIGIBILITY SERVICE.

**DEPUTATION:**

- OFFICERS UNDER THE CENTRAL GOVERNMENT:
  1. ADDITIONAL GENERAL MANAGER - CHAIRMAN
  2. JOINT GENERAL MANAGER - MEMBER
  3. DEPUTY GENERAL MANAGER - MEMBER

**DEPUTATION:**

- RANKING ALONGSIDE POSTS OF STENOGRAPHERS ON A REGULAR BASIS IN THE PARENT CADRE/DEPARTMENT;
- WITH THREE YEARS SERVICE IN THE GRADES OF STENOGRAPHERS RANKED AFTER APPOINTMENT THERE IN THE SCALE OF PAY OF Rs. 5000-8000 OR EQUIVALENT IN THE PARENT CADRE/DEPARTMENT.
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<th>IN CASE OF RECRUIT BY</th>
<th>IF A DPC EXISTS WHAT</th>
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**FILE NO 3/4(16)/2006-HR**

**POSTCODE:** 0708116008

**ORGANISATION NAME:** OBRACHA FACTORY BOARD

**FILE NO 3/4(16)/2006-HR**

**HANK OF POST NO CLASSIFICATION OF POST**

**SCALE**

**SESSION OF ADMINISTRATION**

**BENEFIT LIMIT**

**QUALIFICATION REQUIRED**

**PERIOD OF PROBATION**

**METHOD OF RECRUIT.**

**IN CASE OF RECRUIT BY PROMOTION/DEPUTATION/Absorption TO BE MADE.**

**IF A DPC EXISTS WHAT**

**CIRCUMSTANCES IN WHICH U.P.S.C. TO BE CONSIDERED IN MAKING RECRUIT.**

**APPOINTMENT ON DEPUTATION. SIMILARLY DEPUTATIONISTS SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT BY PROMOTION.**

**PERIOD OF DEPUTATION INCLUDING THE PERIOD OF DEPUTATION IN ANOTHER DEPUTED POST HELD IMMEDIATELY PRECEDING THIS APPOINTMENT IN THE SAME OR SOME OTHER DEPARTMENT OF THE CENTRAL GOVERNMENT SHALL ORDINARILY NOT EXCEED THREE YEARS. THE MAXIMUM AGE LIMIT FOR APPOINTMENT BY DEPUTATION SHALL NOT EXCEED 56 YEARS ON THE CLOSING DATE FOR THE RECEIPT OF APPLICATION.**
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<th>NAME OF POST</th>
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<th>CLASSIFICATION</th>
<th>SCALE</th>
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<th>WHETHER AGGREGATE OF PP SCORING REQUIRED</th>
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<th>WHETHER AGE LIMIT FOR DIRECT RECRUITS</th>
<th>WHETHER AGE LIMIT FOR D &amp; D RECRUITS</th>
<th>PERIOD OF PROMOTION FOR D &amp; D RECRUITS</th>
<th>METHOD OF RECRUITS</th>
<th>IN CASE OF RECRUITS BY PROMOTION/ADMISSION</th>
<th>IF A DPC EXISTS WHAT POSITION</th>
<th>CIRCUMSTANCES IN WHICH P.P.S.C. TO BE CONSULTED</th>
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**Note:**
- Appointment on Deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
- Period of deputation including the period of deputation in another ex-cadre post shall immediately precede this appointment in the same or some other organization or department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 54 years on the closing date for the receipt of application.