

No.13012/3/2013-Academy Desk
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Block IV, 4th Floor,
Old JNU Campus,
New Mehrauli Road,
New Delhi-110067

Dated: 04th November, 2015
OPC

Office Memorandum

Subject: Amendment of the Recruitment Rules for the post of Principal PS, Sr. PS, PS and Stenographer Grade-I in the Lal Bahadur Shastri National Academy of Administration, Mussoorie – Regarding.

The undersigned is directed to upload the draft recruitment rules for the post of Principal PS, Sr. PS, PS and Stenographer Grade-I in the Lal Bahadur Shastri National Academy of Administration, Mussoorie and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id: 'op.chawla@nic.in' latest by 03.12.2015.

OPC
(O P Chawla) *5/11/15*

Under Secretary to the Government of India
Tel.: 011-26194167
e-mail: op.chawla@nic.in

To

All concerned Stakeholders

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Principal PS, Sr. PS, PS and Stenographer Grade-I in LBSNAA, Mussoorie.

[To be published in the Gazette of India, Part II, Section 3, Sub-section (i)]

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Division

Notification

New Delhi, the _____, 2015

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Lal Bahadur Shastri National Academy of Administration, Principal Private Secretary (Group A) Recruitment Rules, 2008, Senior Private Secretary (Group B) Recruitment Rules, 2004, and Private Secretary and Stenographer Grade-I (Group B) Recruitment Rules, 2003 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 posts of Principal Private Secretary, Senior Private Secretary, Private Secretary and Stenographer Grade-I, namely:-

1. Short title and commencement.-- (1) These rules may be called the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Lal Bahadur Shastri National Academy of Administration, Mussoorie Principal Private Secretary (Group A), Senior Private Secretary (Group B), Private Secretary and Stenographer Grade-I (Group B) Recruitment Rules, 2015.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and pay band, grade pay and pay scale.-- The number of the post, its classification and the pay band and grade pay and pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

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

4. 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 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.

5. Power to relax.-- Where the Central Government is of the opinion that it is necessary or expedient so to do, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. 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, the Other Backward Classes, Ex-servicepersons and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Principal Secretary	Private *1 (2015) *Subject to variation dependent on work load	General Central Services Group 'A' Gazetted, Non-Ministerial	Pay Band-3 Rs. 15600-39100 plus Grade Pay Rs.6600	Not Applicable	Not Applicable	Not Applicable

Whether age and educational qualifications 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 promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years for promotees	Deputation/Promotion	<p>Deputation/Promotion</p> <p>Officers under the Central Government:</p> <p>(a) (i) Holding analogous posts in the Stenographers cadre on regular basis in the parent cadre/department; OR</p> <p>(ii) With six years service in the Senior Private Secretary grade rendered after appointment thereto on regular basis in the scale of PB-2 Rs. 9300-34800 plus G.P. Rs. 4800 or equivalent in the parent cadre/department or</p> <p>Note 1: The departmental Senior Private Secretary in the pay scale of PB-2 Rs. 9300-34800 plus G.P. Rs. 4800 with six years regular service in the grade, shall also be considered alongwith outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.</p> <p>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 organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (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.</p>	Not applicable	Consultation with Union Public Service Commission necessary for filling up the post.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Senior Private Secretary	*1 (2015) *Subject to variation dependent on work load	General Central Services Group 'B' Gazetted, Ministerial	PB: 2 Rs.9300-34800 plus Grade Pay Rs.4800.	Selection	Not applicable	Not applicable

Whether age and educational qualifications 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 promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Not applicable	By promotion failing which by deputation	<p>Promotion:</p> <p>Private Secretary in the Pay Band 2 with Grade Pay of Rs. 4600 with 2 years regular service in the grade or 6 years regular service in Grade Pay of Rs. 4200 in the Stenographer Grade I.</p> <p>Note1: 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 2 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 1st January, 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>	<p>Composition of Group B Departmental Promotion committee for considering promotion:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Admin.), Lal Bahadur Shastri National Academy of Administration -Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration - Member 	<p>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules.</p>

			<p>Deputation:</p> <p>Officers holding the post of Stenographer under the Central Government</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in the Pay Band 2 with Grade Pay of Rs.4600 or equivalent in the parent cadre or department.</p> <p>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.</p> <p>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.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (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.</p>		
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SCHEDULE

Name of Post	Number of post	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Private Secretary	*2 (2015) *Subject to variation dependent on work load	General Central Services Group 'B' Gazetted, Ministerial	PB: 2 Rs.9300-34800 plus Grade Pay Rs.4600	Selection	Not applicable	Not applicable

Whether age and educational qualifications 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 promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Not applicable	Promotion failing which by deputation	<p>Promotion: Stenographers Grade-I in the Pay Band 2 with grade pay of Rs. 4200 with five years regular service in the grade.</p> <p>Note1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 2 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 1st January, 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> <p>Note: Officers who were holding the post in pre-revised scale of Rs. 5500-9000 on regular basis on 1st January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs. 5000-8000.</p>	<p>Group B Departmental Promotion committee:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Admin.), Lal Bahadur Shastri National Academy of Administration -Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration - Member 	<p>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules.</p>

			<p>Deputation:</p> <p>Officers holding the post of Stenographer under the Central Government</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographers grade in Pay Band 2 with Grade Pay of Rs.4200 or equivalent in the parent cadre or department.</p> <p>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.</p> <p>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.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (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.</p>		
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SCHEDULE

Name of Post	Number of post	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Stenographer Grade I	*16 (2015) *Subject to variation dependent on work load.	General Central Services Group 'B' Non-Gazetted, Ministerial.	PB: 2 Rs.9300-34800 plus Grade Pay Rs.4200.	Selection	30 years (Relaxable for Government 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 as advertised by the Staff Selection Commission	Essential i) Bachelor's degree from a recognized University. ii) Skill Test Norms- Dictation: 10 mts @ 100 w.p.m. - Transcription: 40 mts. (Eng), 55 mts. (Hindi) The matter will have to be transcribed on computer only Note-I: Qualifications are relaxable at the discretion of Staff Selection Commission for reasons to be recorded in writing in case of candidates otherwise well qualified. Note-II: The qualification(s) regarding experience are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Caste or the Scheduled Tribes if, at any stage of selection, the Staff Selection Commission 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 vacancies reserved for them.

Whether age and educational qualifications 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 promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable	Two years for direct recruits and promotees	(i) 20% by promotion (ii) 80% by deputation/absorption failing which by direct recruitment through the Staff Selection Commission.	<p>Promotion: Stenographers Grade-II in the Pay Band 1 with grade pay of Rs. 2400 with ten 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 senior shall 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 2 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 1st January, 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>	<p>Departmental Promotion committee for considering promotion:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Admin.), Lal Bahadur Shastri National Academy of Administration - Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration - Member <p>Departmental Promotion committee for considering confirmation:-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Admin.), Lal Bahadur Shastri National Academy of Administration - Member 3. Deputy Director, Lal Bahadur Shastri National Academy of Administration - Member 	Consultation with Union Public Service Commission is necessary for appointment on deputation/absorption.

			<p>Deputation:</p> <p>Officers holding the post of Stenographers under the central/State Governments:</p> <p>(i) holding analogous posts on regular basis or (ii) with 10 years regular service in the Pay Band 1 with grade pay of Rs. 2400/-.</p> <p>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.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>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.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (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.</p>		
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