

ANNEXURE – III

Form to be filled by the Ministry/Department while forwarding proposals to be Department of Personnel and Training and the Union Public Service commission for amendment of approved Recruitment Rules.

1 (a)	Name of the Post	Senior Private Secretary
(b)	Name of the Ministry/Deptt.	Ministry of Culture/National Museum.
2.	Reference No. in which Commission's advice on Recruitment Rules was conveyed.	Not applicable.
3.	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference).	Existing RRs were notified in GSR No. 181 published in Gazette of India dt. 25.5.2002

Column No. of the Schedule	Provisions in the approved / existing rules	Revised provision proposed	Reasons for the revision proposed
1.Name of post	Senior Private Secretary	Senior Private Secretary	No change
2.Number of post	*1 (2002) * subject to variation dependent on workload.	*1(2016) * subject to variation dependent on workload.	Rules being revised in 2016.
3.Classification	General Central Service (Group 'B') Gazetted, Ministerial	General Central Service Group 'B' Gazetted, Ministerial	No change
4.Revised Pay Band + Grade Pay / Scale of Pay	Rs. 7500-250-12000	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4800.	Pay Band revised as per 6 th Pay Commission.
5.Whether Selection Post or non-selection Post	Selection-cum-Seniority.	Not applicable	As per DOPT guidelines/Model RRs.
6.Age limit for direct recruits.	Not applicable	Not applicable.	No change.
7.Educational and other qualifications required for direct recruits.	Not applicable	Not applicable.	No change.
8.Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable	Not applicable.	No change.
9.Period of probation, if any.	Two years for promotees.	Not applicable.	As per DOPT guidelines.
10.Method of rectt. Whether by direct rectt. or by promotion or by deputation / transfer &	Promotion failing which by deputation Note: The suitability of the regular holder of the Senior Personal Assistant	By promotion failing which by deputation	As per DOPT guidelines.

percentage of the vacancies to be filled by various methods.	(since re-designated as Senior Private Secretary in the pre-revised scale of Rs. 2000-3200) prior to up-gradation of this post in the scale of Rs. 7500-12000 (revised) will be initially assessed for appointment to the upgraded post. If assessed 'suitable', he shall be deemed to have been appointed to the post at the initial constitution. If assessed 'not suitable' for appointment to the upgraded scale of pay he shall continue to be in the revised scale of Rs. 6500-10,500 and his case would be reviewed every year.		
11. In case of rectt. By promotion /deputation/ transfer. Grades from which promotion deputation transfer to be made	<p>Promotion:</p> <p>Stenographer Grade II with nine years' regular service in the grade.</p> <p>Note: Where Juniors 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>Deputation: Officers of the Central Government.</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre/department; or (ii) with two years'</p>	<p>Promotion</p> <p>Stenographer Grade -I in the Pay Band-2, Rs. 9300-34800/- with grade pay of Rs. 4200/- with 6 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 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>Deputation:</p> <p>Officers holding the post of Stenographer under the Central/State Government/UTs.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department or; (ii) with two years regular</p>	As per DOPT guidelines.

	<p>service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 7450-11,500 or equivalent in the parent cadre/department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 6500-10,500 or equivalent in the parent cadre/department;</p> <p>(iv) with seven years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department; or</p> <p>(v) with nine years, service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-8000/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing five years' experience in stenographic work in Hindi/English.</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 deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central</p>	<p>service in the Private Secretary grade rendered after appointment thereto on regular basis in the Pay Band-2 Rs. 9300-34800/- 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 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>	
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	Government shall ordinarily not exceed three years. Note 3:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.		
12. If a Departmental Promotion Committee exists, what is its Composition.	Group 'B' Departmental Promotion Committee for promotion and assessing suitability:- 1. Director General, National Museum – Chairman 2. Joint Secretary, Department of Culture - Member. 3. Assistant Director (Administration), National Museum-Member.	Group 'B' Departmental Promotion committee consisting of:- 1. Director / Deputy Secretary (Museum), Ministry of Culture-Chairman. 2. Director (C&A). National Museum-Member. 3. Under Secretary (M-I), Ministry of Culture – Member.	
13. Circumstances in which Union Public Commission is to be consulted in making recruitment.	Consultation with Union Public Service Commission not necessary.	Consultation with the UPSC is necessary.	

14.

Name, address and telephone numbers of the Ministry's Representatives with whom these Proposals may be discussed, if necessary for clarification/early decision

1. Shri Satyendra Kumar Singh
Under Secretary (M-I)
Ministry of Culture, Shastri Bhawan,
New Delhi
Tel. No. 23380136

2. Anand Kumar
Administrative Officer
National Museum,
Ministry of Culture
Janpath, New Delhi.
Tel. No. 23016676

Signature of the Officer sending the proposals

Date: . 2016.

Place: New Delhi

