

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 4)

Government of India  
Ministry of Defence  
(Coast Guard Organisation)

New Delhi, the \_\_\_\_\_, 2017

Notification

S.R.O. \_\_\_\_ .- In exercise of the powers conferred by the proviso to Article 309 of the Constitution and President hereby makes the following rules further to amend the

- (a) Coast Guard (Senior Civilian Staff Officer and Civilian Staff Officer) Group 'A' posts Recruitment Rules, 2011 and
- (b) Ministry of Defence, Coast Guard Section Officer and Assistant Group 'B' posts Recruitment Rules, 2013,

in Coast Guard Organization under Ministry of Defence, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Ministry of Defence, Coast Guard Civilian Officer (Ministerial Cadre) Group 'A' & 'B' posts Recruitment Rules, 2016.

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

2. **Initial Constitution.** - These recruitment rules for the post of Director are being framed for the first time. However, the service rendered by the officers holding the said post on a regular basis prior to the notification of these rules shall be counted as qualifying service for the purpose of pension, promotion, seniority etc.

3. **Number of posts, classification and Level in the Pay Matrix.** - The number of said posts, their classification and the Level in the Pay Matrix 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 qualification, etc.**- The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

5. **Disqualification.**- 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 posts:

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 doing so, 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 may, by order and for reasons to be recorded in writing, and in consultation with Union Public Service Commission to 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 in this regard.

### SCHEDULE

Name of the Post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
1. Director	4*(2017) *Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Ministerial	Level-13 Rs. 123100-215900	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation or absorption and percentage of	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or 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

vacancies to be filled by various methods			
(10)	(11)	(12)	(13)
By promotion failing which by deputation	<p><b>Promotion:</b> Senior Civilian Staff Officer in Level-12 of the pay matrix with five years regular service in the grade and have successfully completed minimum two weeks course(s)/training(s) suitable for Joint Director or equivalent level from Institute of Secretariat Training &amp; Management (ISTM)/ any Govt. recognised training Institute/Organisation.</p> <p><b>Note :</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of 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><b>Deputation:</b></p> <p>Officer under the Central Government :</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or (ii) with five years service rendered after appointment to the posts as on regular basis in Level-12 (Rs.78800-209200) in the Pay Matrix or equivalent in the parent cadre/ department; and (b) possessing total ten years experience in administration, establishment and accounts</p>	<p><b>Group 'A' Departmental Promotion Committee for considering Promotion consisting of :</b></p> <ol style="list-style-type: none"> <li>1. Chairman or Member-Union Public Service Commission -Chairman</li> <li>2. Joint Secretary (Navy), Ministry of Defence - Member</li> <li>3. Deputy Director General (HRD), Coast Guard Headquarters -Member</li> </ol>	<p>Consultation with Union Public Service Commission not necessary.</p>

	<p>matters.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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 three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)
2. Senior Civilian Staff Officer	9*(2017) *Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Ministerial	Level-12 Rs. 78800-209200	Selection

(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

(10)	(11)	(12)	(13)
By promotion failing which by deputation	<b>Promotion:</b> Civilian Staff Officer in Level-11 (Rs. 67700-208700) in the Pay Matrix with five years regular service in the grade who have successfully completed minimum one week training each in Managerial Effectiveness & Leadership Development or any equivalent training(s)/course(s) from Institute of Secretariat Training & Management (ISTM)/ any Govt. recognised training Institute/Organisation.	<b>Group 'A' Departmental Promotion Committee for considering Promotion consisting of: -</b> 1.Chairman/ Member Union Public Service Commission – Chairman	Consultation with Union Public Service Commission not necessary

	<p><b>Note</b> : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of 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><b>Deputation:</b> Officer under the Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre/ department; or  (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in Level-11(Rs. 67700-208700) in the Pay Matrix or equivalent in the parent cadre/department; and  (b) Possessing total ten years experience in administration, establishment and accounts matters.</p> <p><b>Note:</b> 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. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/</p>	<p>2. Joint Secretary (Navy), Ministry of Defence – Member 3. Deputy Director General (HRD), Coast Guard Headquarters - Member</p>	
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	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.		
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(1)	(2)	(3)	(4)	(5)
3. Civilian Staff Officer	35* (2017) *Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Ministerial	Level-11 Rs. 67700 - 208700	Selection

(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Two years for promotees.

(10)	(11)	(12)	(13)
By promotion failing which by deputation	<p><b>Promotion:</b> Section Officers in Level-8 (Rs. 47600-151100) in the Pay Matrix with six years regular service in the grade who have successfully completed one week training each in Communication &amp; Presentation Skills and Team Building or any equivalent training(s)/course(s) from Institute of Secretariat Training &amp; Management (ISTM)/ any Govt. recognised training Institute/Organisation.</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered for promotion, 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><b>Group 'A' Departmental Promotion Committee for considering Promotion consisting of: -</b></p> <p>1. Chairman/ Member Union Public Service Commission - Chairman</p> <p>2. Joint Secretary(Navy), Ministry of Defence - Member</p> <p>3. Deputy Director General (HRD), Coast Guard Headquarters - Member</p>	<p>Consultation with Union Public Service Commission is necessary on each occasion.</p>

	<p><b>Deputation:</b> Officers under the Central Government</p> <p>(a)(i) holding analogous posts on regular basis; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in Level-10 (Rs 56100-177500).in the pay matrix or equivalent in the parent cadre/ department; or</p> <p>(iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs. 47600-151100) in the Pay Matrix or equivalent in the parent cadre/ department; and</p> <p>(b) possessing total five years experience in administration, establishment and accounts matters</p> <p><b>Note :</b> 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. 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 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</p>		
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(1)	(2)	(3)	(4)	(5)
4. Section Officer	63*(2017) Subject to variation dependent on workload	General Central Service, Group 'B', Gazetted, Ministerial	Level-8 Rs. 47600-151100  Note: Non functional Level-10 (Rs. 56100-177500) in the Pay Matrix on completion of 4 years of regular service in the grade.	Selection

(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Not applicable

(10)	(11)	(12)	(13)
95% by promotion & 5% by deputation	<p><b>Promotion:</b> Assistants in Level-6 (Rs. 35400-112400) in the Pay Matrix with Six years regular service in the grade rendered after appointment thereto on regular basis who have successfully completed one week training each in Establishment Rules and in Behavioural Skills or any equivalent training(s)/course(s) from Institute of Secretariat Training &amp; Management (ISTM)/any Govt. recognised training Institute/Organisation.</p> <p><b>Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of 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 along with</p>	<p><b>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of :</b></p> <p>1. Joint Secretary (Navy), Ministry of Defence - Chairman</p> <p>2. Dy Secretary/ Director (Navy), Ministry of Defence - Member</p> <p>3. Director (Administration), Coast Guard Headquarters - Member</p> <p>4. Director (Personnel), Coast Guard Headquarters - Member</p>	Consultation with Union Public Service Commission not necessary.



	<p>their juniors who have already completed such qualifying/eligibility service.</p> <p><b>Deputation:</b> Officers under the Central Government: - (a)(i) holding analogous post on regular basis in the parent cadre/department; or (ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs. 35400-112400) in the Pay Matrix in the parent cadre or department; and  (b) Possessing three years experience in administration, establishment and accounts matters</p> <p><b>Note 1:</b> The Departmental Officers 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><b>Note 2:</b> The 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 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.</p>		
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(1)	(2)	(3)	(4)	(5)
5. Assistant	92 *(2017) (*Subject to variation	General Central Service, Group 'B',	Level-6 Rs.35400-112400	Selection

	dependent on workload)	Non-Gazetted, Ministerial		
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(6)	(7)	(8)	(9)
Upto 30 years <b>Note:</b> The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission	<b>Essential:</b> As notified by the Government from time to time for the Combined Graduate Level Examination conducted by Staff Selection Commission.	Not applicable	Two years for direct recruits and promotees.

(10)	(11)	(12)	(13)
(i) 50% by promotion failing which by deputation. (ii) 50% by direct recruitment on the basis of the Combined Graduate Level Examination conducted by Staff Selection Commission.	<b>Promotion:</b> Upper Division Clerk of Coast Guard Organisation in Level-4 (Rs.25500-81100) in the Pay Matrix with ten years regular service in the grade rendered after appointment thereto on regular basis who have successfully completed two/ three days training or workshop on 'Noting and Drafting' from Institute of Secretariat Training and Management (ISTM) or any Government recognised Institute/Organisation.  <b>Note 1:</b> The eligibility service for promotion to the post of Assistant shall continue to be five years for persons holding the feeder posts of Upper Division Clerk on regular basis on 16 Mar 2013 i.e the date of notification of the Recruitment Rules published vide SRO 17 dated 12 Mar 2013.  <b>Note 2:</b> Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying/ 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/ eligibility service.	<b>Group 'B' Departmental Promotion Committee (for considering promotion/ Confirmation) consisting of :</b> 1. Dy Director General(HRD), Coast Guard Headquarters - Chairman 2. Director (Personnel), Coast Guard Headquarters - Member 3. Director (Administration), Coast Guard Headquarters - Member 4. Under Secretary (CG)/Ministry of Defence - Member	Consultation with Union Public Service Commission not necessary.

	<p><b>Deputation:</b> Officers under the Central Government; (a) (i) holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs. 29200-92300) in the Pay Matrix in the parent cadre or department; or</p> <p>(iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25500-81100) in the Pay Matrix in the parent cadre or department; and</p> <p><b>Note 1:</b> 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><b>Note 2:</b> The 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 three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>		
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(Sudheer Babu Motana)  
Under Secretary to the Govt. of India.