

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

New Delhi, the _____, 2019

NOTIFICATION

S.R.O. _____ - In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of Ministry of Defence, Coast Guard Stenographers Cadre, Group 'A' & 'B' posts Recruitment Rules, 2013 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 post of Principal Private Secretary, Private Secretary and Personal Assistant in Indian Coast Guard, Ministry of Defence namely:-

1. **Short title and commencement** .- (1) These rules may be called the Ministry of Defence, Indian Coast Guard Stenographers Cadre (Group 'A' & 'B') posts Recruitment Rules, 2019.

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

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

4. **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 any of 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.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing in consultation with Union Public Service Commission, to relax any of the provisions of these rules with respect of any class or category of persons.

6. **Saving.** - Nothing in these rules shall effect 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 posts
(1)	(2)	(3)	(4)	(5)
1.Principal Private Secretary	07*(2019) *Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Ministerial	Level- 11 (Rs.67700-208700)	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	Two years

Method of recruitment : Whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the vacancies to be filled up by various methods	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
(10)	(11)	(12)	(13)
By promotion	Promotion (i) Private Secretaries of Coast Guard Organization in the Level-7 in the pay matrix (44900-142400) with seven years regular service in the grade who have successfully	Group 'A' Departmental Promotion Committee (for Promotion) consisting of : 1. Chairman/Member,	Consultation with Union Public service Commission necessary on each occasion.

	<p>completed Orientation/ Refresher or equivalent course for PS from Institute of Secretariat Training & Management (ISTM)/ any Govt. recognised Training Institute.</p> <p>Failing which</p> <p>(ii) Private Secretaries of Coast Guard in Level-7 in the pay matrix (Rs.44900-142400) with combined regular service of twelve years as Private Secretary and Personal Assistant in the Level-6 in pay matrix (Rs.35400-112400) out of which at least four years regular service should be as Private Secretary.</p> <p>Note : Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered for promotion 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.</p>	<p>Union Public Service Commission– Chairman 2. Joint Secretary(Navy), Ministry of Defence – Member 3. Deputy Director General (HRD), Coast Guard Headquarters – Member 4. Director(Personnel), Coast Guard Headquarters – Member</p>	
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(1)	(2)	(3)	(4)	(5)
2.Private Secretary	22*(2019) *Subject to dependent workload	General Central Service, 'B', Ministerial	Level-7 (Rs. 44900-142400)	Selection

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

(10)	(11)	(12)	(13)
By Promotion	<p>Promotion: Personal Assistant of Coast Guard Organization in the Level- 6 in the pay matrix (Rs.35400-112400) with five years regular service in the grade rendered after appointment thereto on regular basis who have successfully completed Orientation/Refresher/ Induction or equivalent Course for PAs from ISTM or Any Govt. recognised institute.</p> <p>Note : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered for promotion 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 along with their juniors who have already completed such qualifying/eligibility service.</p>	<p>Group 'B' Departmental Promotion Committee (for considering Promotion) consisting of :</p> <ol style="list-style-type: none"> 1. Joint Secretary (Navy), Ministry of Defence - Chairman 2. Deputy Director General (HRD), CGHQ - Member 3. Director (Administration), CGHQ - Member 4. Director(Personnel), CGHQ - Member 	Consultation with Union Public Service Commission not necessary

(1)	(2)	(3)	(4)	(5)
3. Personal Assistant	71* (2019) *Subject to variation dependent on workload	General Central Service, Group 'B', Non-Gazetted, Ministerial	Level-6 (Rs. 35400-112400)	Selection

(6)	(7)	(8)	(9)
Between 18 to 27 years. (Relaxable for Government Servants upto five years in accordance with instructions or orders issued by the Central Government from time to time and further relaxation for five years in the case of Scheduled Castes and Scheduled Tribes). Note 1: The crucial date for determining the age limit shall be advertised by SSC	Essential: As notified by the Government from time to time for the Stenographers Grade 'C' Examination conducted by Staff Selection Commission.	Not applicable	Two years for promotees & direct recruits.

(10)	(11)	(12)	(13)
67% by promotion failing which by deputation and 33% by Direct Recruitment on the basis of competitive exam conducted by SSC failing which by promotion	Promotion: Stenographers of Coast Guard Organization in Level-4 in the Pay Matrix (Rs.25500-81100) with ten years regular service in the grade rendered after appointment thereto on regular basis who have successfully completed Refresher/Induction or equivalent Course for PA from ISTM or any Govt. recognised institute. Note : Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered for promotion provided they are not short of requisite qualifying/ eligibility service by more than half	Group 'B' Departmental Promotion Committee (for considering promotion and confirmation of direct recruits) consisting of:- 1. Director (Personnel), Coast Guard Headquarters - Chairman 2. One Officer in the rank of Senior Civilian Staff Officer, Coast Guard -Member 3. One Officer in the rank of Civilian Staff Officer, Coast Guard -Member	Consultation with Union Public Service Commission not necessary.

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:

(a) (i) holding analogous post on regular basis; or
(ii) with ten years regular service in the Level- 4 (25500-81100) in the pay matrix or equivalent after appointment thereto on regular basis: and

(b) Possessing the following educational qualification and skill:

(i) 12th pass from a recognised Board or Institute; and

(ii) Skill Test Norms:
Dictation: 10 minutes @100w.p.m
Transcription: 50 minutes (English)
65 minutes (Hindi)(on computer)

Note 1: The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by

	<p>promotion.</p> <p>Note 2: the 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 Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>		
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(Ashis Bishayee)
Under Secretary to the Govt. of India.