

51 (iii)

SCHEDULE

Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Chief Administrative Officer	04* (2013) *Subject to variation dependent on workload.	General Central Service, Group 'A', Gazetted, Ministerial	Pay Band-3, Rs. 15600—39100 with Grade Pay of Rs. 7600	Selection	Not applicable

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

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 or deputation or absorption, grades from which the promotion or deputation or absorption to be made
(10)	(11)

By promotion

Promotion :

Senior Administrative Officer in the Pay Band 3 of Rs. 15600—39100 with grade pay of Rs. 6600 with five years regular service in the grade rendered after appointment thereto on regular basis.

Note 1 : 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 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.

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/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the said Pay Commission.

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If a Departmental Promotion Committee exists, what is its composition

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

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Group 'A' Departmental Promotion Committee (for promotion) :—

Consultation with the Union Public Service Commission not necessary.

1. Chairman/Member, Union Public Service Commission —Chairman
2. Joint Secretary (Navy)/Joint Secretary (Establishment), Ministry of Defence —Member
3. Assistant Chief of Personnel (Civilians)/Senior Principal Director (Civilians)/Principal Director of Civilian Personnel/Director of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy) —Member

(1)	(2)	(3)	(4)	(5)	(6)
2. Senior Administrative Officer	09* (2013) *Subject to variation dependent on workload.	General Central Service, Group 'A', Gazetted, Ministerial	Pay Band-3, Rs. 15600—39100 with Grade Pay of Rs. 6600	Selection	Not applicable
	(7)		(8)		(9)
	Not applicable		Not applicable		Two years for promotees
	(10)			(11)	

- (a) 66.67% per cent by promotion failing which by deputation ;
 (b) 33.33% by deputation

Promotion :

Administrative Officer Grade-I in the Pay Band 2 of Rs. 9300–34800 with grade pay of Rs. 4800 with six years regular in the grade rendered after appointment thereto on regular basis.

Note 1 : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, 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 along with their juniors who have already completed such qualifying/eligibility service.

Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

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Deputation : Officers of the Central Government :-

- (A) (i) holding analogous post on regular basis in the parent cadre/department ; or
- (ii) with six years service in the grade rendered after appointment thereto on regular basis in the Pay Band 2 of Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre/department ; and
- (B) Possessing the following educational qualifications and experience:

Essential :

- (i) Degree of a recognized University ;
- (ii) Post Graduate Diploma in Personnel Management or Human Resource Management from a recognized University or Institution ;
- (iii) five years experience in administration and establishment matters.

The Departmental Officers in the feeder category who are in the 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 promotion.

(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/ 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 the receipt of applications).

Note : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1-1-2006. (The date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

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Group 'A' Departmental Promotion Committee (for promotion) :-

- 1. Chairman/Member, Union Public Service Commission —Chairman

Consultation with Union Public Service Commission necessary.

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|---|---------|
| 2. Joint Secretary (Navy)/Joint Secretary (Establishment), Ministry of Defence | —Member |
| 3. Principal Director of Civilian Personnel/Director of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy) | —Member |

(1)	(2)	(3)	(4)	(5)	(6)
3. Administrative Officer Grade-I	07* (2013) *Subject to variation dependent on workload.	General Central Services, Group 'B', Gazetted, Ministerial	Pay Band-2, Rs. 9300—34800 Grade Pay of Rs. 4800	Selection	Not applicable

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

(10)	(11)
By promotion	<p>Promotion : Administrative Officer Grade II in the Pay Band-2 of Rs. 9300—34800 with grade pay of Rs. 4600 with two years regular service in the grade rendered after appointment thereto on regular basis.</p> <p>Note 1 : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, 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 along with their juniors who have already completed such qualifying/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 1-1-2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the said Pay Commission.</p>

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Group 'B' Departmental Promotion Committee
(for considering promotion) :—

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|---|-----------|
| I. Assistant Chief of Personnel (Civilians)/Senior Principal Director (Civilians) Integrated Headquarters, Ministry of Defence (Navy) | —Chairman |
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Consultation with Union Public Service Commission not necessary.

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2. Principal Director of Civilian Personnel/Director of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy) —Member
3. Joint Director/Deputy Director of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy) —Member
4. Under Secretary/D (Appointments), Ministry of Defence —Member

(1)	(2)	(3)	(4)	(5)	(6)
4. Administrative Officer Grade-II	48* (2013) *Subject to variation dependent on workload.	General Central Services, Group 'B', Gazetted, Ministerial	Pay Band-2, Rs. 9300—34800 Grade Pay of Rs. 4600	Selection	Not exceeding 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 the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Divisions of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

(7)	(8)	(9)
Essential :	No	Two years for direct recruits.
(i) Degree of a recognized University ;		
(ii) Post Graduate Diploma in Personnel Management or Human Resource Management from a recognized University or Institution :		

Note 1.—Qualifications are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Desirable :

'O' level Diploma from Directorate of Electronics Accredited Computer Course or any other recognized University or Institution.

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- (a) Seventy five per cent by promotion ;
 (b) Twenty five per cent by direct recruitment

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Promotion :

Office Superintendent (other than those working in the Naval Armament Supply Organisation) in the Pay Band 2 of Rs. 9300-34800 with grade pay of Rs. 4200 with five years regular in the grade rendered after appointment thereto on regular basis.

Note 1 : The eligibility service shall continue to be three years for persons holding the feeder posts on regular basis on the date of notification of these rules.

Note 2 : 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 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.

Note 3 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the said Pay Commission.

**Group 'B' Departmental Promotion Committee
 (for considering promotion/confirmation) :—**

Consultation with Union Public Service Commission not necessary.

1. Assistant Chief of Personnel (Civilians)/Senior Principal Director (Civilians) Integrated Headquarters, Ministry of Defence (Navy) —Chairman
2. Principal Director of Civilian Personnel/Director of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy) —Member
3. Joint Director/Deputy Director of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy) —Member
4. Under Secretary/D (Appointments), Ministry of Defence —Member

[F. No. CP(G)/2410/AO (RR)/402/D (Appts)/2013]
 DALPAT SINGH, Under Secy.