

(12)

2. अपने-अपने कमांड युक्तवालय के सैप्टिमेंट कमांडर/लेफ्टिनेंट को पदों के दो अधिकारों या समतुल्य पदों का या उससे ऊपर को श्रेणी के दो सिविलियन अधिकारी

—रक्षण

[फा. सं. सीपी(एन.सी)/2803/आर.आर/835/1/रक्षा (निवृत्तियों)]

एस. एस. एस. वर्मा, ज्वेल सचिव

New Delhi, the 13th December, 2011

S.R.O. 80.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Navy, Group 'B' and 'C' (Ministerial Staff) Posts Recruitment Rules, 2000, in so far as they relate to Group 'C' posts, 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 these Group 'C' (Ministerial Staff) posts in Integrated Headquarters, Ministry of Defence (Navy) namely:—

1. **Short title and commencement.**—(1) These rules may be called the Integrated Headquarters, Ministry of Defence (Navy) Group 'C' (Ministerial Staff) Posts Recruitment Rules, 2011.

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

2. **Application.**—These rules shall apply to the posts specified in column (1) of the Schedule annexed to these recruitment rules.

3. **Number of posts, classification and scales of pay.**—The number of the post, their classification and the scales of pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age limit other qualifications, etc.**—The method of recruitment, age limit, qualification and other matters relating thereto shall be as specified in columns (5) to (6) 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 so doing, 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, it may, by order, and for reasons to be recorded in writing, 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, 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 post	Number of post	Classification	Pay Band and Grade Pay / Pay scale	Whether selection or Non-selection	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
I Upper Division Clerk	1373* (2011) *(Subject to variation dependent on workload)	Civilians in Defence Services, Group 'C', Non-Gazetted, Ministerial	Pay band-1, Rs. 5200-20200 Grade pay Rs. 2400	Non-Selection for promotees. Not applicable for limited departmental competitive examination candidates.	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 absorption, grades from which promotion/absorption to be made				
(10)	(11)				
75% by promotion, 25% through Limited Departmental Competitive Examination.	<p>Promotion: (1) 75% by promotion of Lower Division Clerks with eight years regular service in the grade.</p> <p>(2) 25% through Limited Departmental Competitive Examination of such Lower Division Clerks who have rendered eight years regular service in the grade.</p> <p>Note: Where juniors who 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 which ever 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>				
If a Departmental Promotion Committee exists, what is its composition	Circumstances under which Union Public Service Commission is to be consulted in making recruitment				
(12)	(13)				
<p>Group 'C' Departmental Promotion Committee consisting of:—</p> <p>(1) Officer of the rank of Commander or Civilian Officer of equivalent rank or above of respective Command Headquarters — Chairman</p> <p>(2) Two Officers of the rank of Lieutenant Commander/Lieutenant or Civilian Officers of equivalent rank or above of respective Command Headquarters — Members</p>	Not applicable				
(1)	(2)	(3)	(4)	(5)	(6)
2. Lower Division Clerk	3398* (2011) *(Subject to variation dependent on workload).	Civilians in Defence Services, Group 'C', Non-Gazeted, Ministerial	Pay band-1, Rs. 3200-20200 with Grade pay Rs. 1900	Non-Selection	Between 18 and 27 years of age (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)

	(6)	
		<p>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 Division 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).</p>
(7)	(8)	(9)
1. 12th class or equivalent qualification from a recognized Board or University.	Yes, to the extent indicated in Column 10.	Two years for direct recruits
<p>2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi, time allowed ten minutes, only on computers (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) provided :-</p> <p>(i) That a person not possessing the said qualification of typewriting may be appointed subject to the condition that he will not be eligible for drawing increments in the pay scale of the grade till he acquires the requisite speed.</p> <p>(ii) That a physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typewriting may be appointed subject to the condition that a Civil Surgeon or equivalent certifies that the said handicapped person is not in a fit condition to be also to type.</p>		
(10)		(11)
<p>(i) 85% by direct recruitment through Staff Selection Commission.</p> <p>(ii) 10% by promotion from amongst Group 'C' employees in the Grade Pay of Rs. 1800 and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade and pass the typing test as provided in Column 7.</p> <p>(iii) 5% by promotion of Group 'C' employees with three years regular service in posts with Grade Pay of Rs. 1800 on the basis of seniority-cum-fitness.</p>		<p>Promotion : (i) 85% by direct recruitment.</p> <p>(ii) 10% by promotion from amongst Group 'C' employees in the Grade Pay of Rs. 1800 and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade and pass the typing test as provided in Column 7.</p> <p>(iii) 5% by promotion of Group 'C' employees with three years regular service in posts with Grade Pay of Rs. 1800 on the basis of seniority-cum-fitness.</p>

(12)		(13)			
Group 'C' Departmental Promotion Committee consisting of:—		Not applicable			
(1)	Officer of the rank of Commander or Civilian Officer of equivalent rank or above of respective Command Headquarters	—Chairman			
(2)	Two Officers of the rank of Lieutenant Commander, Lieutenant or Civilian Officers of equivalent rank or above of respective Command Headquarters	—Members			
(1)	(2)	(3)	(4)	(5)	(6)
3. Stenographer Grade-II	315* (2011) *Subject to variation dependent on workload.	Civilians in Defence Services, Group 'C' Non-Gazeted, Ministerial	Pay Band-PB-1, No-Selection Ra. 5200-20200 Grade pay Rs. 2400		Between 18 and 27 years of age. (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note 1: 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 Division 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). Note 2: In case of recruitments made through Employment Exchanges, the crucial date for determining the age limit shall be the last date upto which the Employment Exchanges are asked to submit the names.
(7)	(8)	(9)			
(i) 12th class pass or equivalent from a recognized Board or University. (ii) Skill Test Norms Dictation : 10 minutes @ 80 w.p.m. Transcription : 50 minutes (English) and 65 minutes (Hindi) on computers.	Age—No Qualifications—Yes	Two years for direct recruits			
(10)	(11)				
75% by direct recruitment through Staff Selection Commission 25% by promotion	Promotion : Lower Division Clerks with ten years regular service possessing qualifications as prescribed in Column 7.				

(12)	(13)
Group 'C' Departmental Promotion Committee consisting of:—	Not applicable
(1) Officer of the rank of Commander or Civilian Officer of equivalent rank or above of respective Command Headquarters —Chairman	
(2) Two Officers of the rank of Lieutenant Colonel or Lieutenant or Civilian Officers of equivalent rank or above of respective Command Headquarters —Members	

[F.No. CP(NG)2803/RR/835/11/D.(App-3)]

S. S. S. SARMA, Under Secy.

दिल्ली, 9 दिसम्बर, 2011

का.प्र.अ. 81.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक्त द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और सेवा पुलिस को, समूह 'ग' (अनौद्योगिक) पर भर्ती नियम, 2006 को, जहाँ तक उसका संबंध नक्सलानीय, कलईंगर (कुशल श्रेणी), कडई (कुशल श्रेणी) और पेंटर (कुशल श्रेणी) से है, उन बातों के सिवाय अधिष्ठाता करते हुए जो कि ऐसे अधिकरण से प्रकृत किया गया है, या करने का सोच किया गया है, सेवा पुलिस को नक्सलानीय, कलईंगर (कुशल श्रेणी), कडई (कुशल श्रेणी) और पेंटर (कुशल श्रेणी) के पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाती है, अर्थात्:—

1. स्वीकृत नाम और प्रारंभ.—(1) इन नियमों का संधिपत्र नाम रक्ष मंत्रालय, सेवा पुलिस को, समूह 'ग' (अनौद्योगिक) पर, भर्ती नियम, 2011 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. पद संख्या, वर्गीकरण और वेतनमान.—उक्त पदों की संख्या, उनका वर्गीकरण और उनके वेतनमान वे होंगे जो पूर्वोक्त अनुसूची के स्तंभ (2) में स्तंभ (4) में विनिर्दिष्ट हैं।

3. भर्ती की पद्धति, आयु-सीमा और अर्हताएं आदि.—(1) उक्त पदों पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उनसे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

(2) ये नियम मुख्य इंजीनियर की शरका को छोड़कर रक्षा मंत्रालय की निम्नलिखित विरचनाओं में समूह 'ग' के सभी पदों को लागू होंगे किन्तु प्रत्येक कांटर को ज्येष्ठता और प्रोन्नति पुरस्कृत रूप से लागू रखी जाएगी।

4. निरर्हता.—यह व्यक्ति—

- (क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जोधित है, विवाह किया है, या
- (ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि केंद्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू उद्योग विधि के अधीन अनुमति है और ऐसा करने के लिए अन्य आधार हैं तो यह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगा।

5. शिथिल करने की शक्ति.—जहां केंद्रीय सरकार को यह एव है कि ऐसा कारण आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण है, उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को किसी कारण या प्रवर्ग को व्यक्ति को बाधने, आदेश द्वारा शिथिल कर सकेगी।

6. व्याप्ति.—इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य विधायकों पर प्रभाव नहीं डालेगी, जिनका