

S.No. 17(R)

177

F.3/4(16)/2006-RR

UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD, NEW DELHI-110069.

Dated : / /

Handwritten notes:
12/6/07

To,

THE SECRETARY
MINISTRY OF DEFENCE
SENA BHAVAN
NEW DELHI.

(Attention : SHRI CHAND KUMAR, UNDER SECRETARY)

Subject : FRAMING OF RECRUITMENT RULES FOR THE POSTS OF
SENIOR PRIVATE SECRETARY, PRIVATE SECRETARY AND
PERSONAL ASSISTANT GRADE-I IN ORDNANCE FACTORY
BOARD, KOLKATA UNDER MINISTRY OF DEFENCE.

Sir,

I am directed to refer to your letter no. 41(3)/2001/III/D(FY-II) dated 09/03/2007 on the above subject and to forward herewith revised recruitment rules on the prescribed proforma for the above post(s) as approved by the Union Public Service Commission.

These rules may please be notified within ten weeks as required under the Ministry of Home Affairs (Department of Personnel & Administrative Reforms) O.M. No. AB. 14017/12/87-Estt.(RR), dated 18.3.88 and a copy of the Gazette Notification forwarded for the information of the Commission at an early date. While furnishing a copy of the Gazette Notification, reference No. of the Commission may be indicated.

If any change(s) take(s) place in the designation of the post(s) the same may be incorporated in the notification but specific intimation in this behalf may be sent to this office for noting the change in our records. If, however, any change in the scale of pay, number of post(s), qualification etc. takes place, a reference may please be made to this office for obtaining the Commission's approval to amend, if need be, the approved rules.

Yours faithfully
Handwritten signature

(S.S. NAIR)
UNDER SECRETARY
UNION PUBLIC SERVICE COMMISSION
TELE NO. 2338 4906

Copy to:
M/C

Handwritten notes:
etc
11/8/07

RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARY
 MINISTRY OF : DEFENCE DEPARTMENT OF : DEFENCE

ORGANISATION NAME : ORDNANCE FACTORY BOARD, KOLKATA
 FILE NO 3/4(16)/2006-RR

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
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SENIOR PRIVATE SECRETARY	9*		7500-250-12000	SELECTION	N.A.	N.A.	N.A.	NA	N.A	PROMOTION	PROMOTION	GROUP 'B' DPC (FOR CONSIDERING PROMOTION)	CONSULTATION WITH UPSC NOT NECESSARY.
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PRIVATE SECRETARY IN THE PAY SCALE OF RS.6500-10500 WITH THREE YEARS REGULAR SERVICE IN THE GRADE.

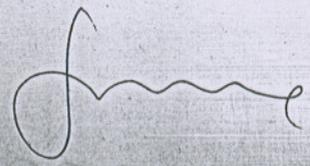
NOTE: WHERE JUNIORS WHO HAVE COMPLETED THEIR QUALIFYING/ELIGIBILITY SERVICE ARE BEING CONSIDERED FOR PROMOTION, THEIR SENIORS WOULD ALSO BE CONSIDERED PROVIDED THEY ARE NOT SHORT OF THE REQUISITE QUALIFYING/ELIGIBILITY SERVICE BY MORE THAN HALF OF SUCH QUALIFYING/ELIGIBILITY SERVICE OR TWO YEARS, WHICHEVER IS LESS, AND HAVE SUCCESSFULLY COMPLETED THEIR PROBATION PERIOD FOR PROMOTION TO THE NEXT HIGHER GRADE ALONGWITH THEIR JUNIORS WHO HAVE ALREADY COMPLETED SUCH QUALIFYING/ELIGIBILITY SERVICE.

1. DEPUTY DIRECTOR GENERAL OF PERSONNEL DIVISION - CHAIRMAN
2. DIRECTOR/JOINT DIRECTOR OF PERSONNEL DIVISION - MEMBER
3. DIRECTOR/JOINT DIRECTOR OF ANY OTHER DIVISION OF OPB HQrs- MEMBER

*(2007) SUBJECT TO VARIATION DEPENDENT ON WORKLOAD

COL. 3:

CIVILIAN IN DEFENCE SERVICES, GROUP 'B', GAZETTED, MINISTERIAL.



RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY
 MINISTRY OF DEFENCE DEPARTMENT OF DEFENCE

FILE NO 3/4(15)/2006-RR
 ORGANISATION NAME : ORDNANCE FACTORY BOARD, KOLKATA

NAME OF POST	NO OF POST	CLASSIFICATION	SCALE OF PAY (Rs.)	WHETHER SELECTION OR NON-SELECTION POST.	WHETHER BENEFIT OF ADD-ED YRS OF SERVICE ADMISSIBLE	AGE LIMIT FOR DIRECT RECRUITS.	EDUCATIONAL & OTHER QUALIFICATION REQD. FOR DIRECT RECRUITS.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEES.	PERIOD OF PROB. IF ANY	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION/ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS.	IN CASE OF RECTT BY PROMOTION/DEPUTATION/ABSORPTION GRADES FROM WHICH PROMOTION/DEPUTATION /ABSORPTION TO BE MADE.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	CIRCUMSTANCES IN WHICH U.P.S.C. TO BE CONSULTED IN MAKING RECTT.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

PRIVATE SECRETARY	145*		5500-200-10500	SELECTION	N.A.	N.A.	N.A.	NA	N.A	PROMOTION		GROUP 'B' DPC (FOR CONSIDERING PROMOTION)	CONSULTATION WITH UPSC NOT NECESSARY.
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PROMOTION FAILING WHICH BY DEPUTATION,

PERSONAL ASSISTANT GRADE-I IN THE PAY SCALE OF RS.5500-9000 WITH THREE YEARS REGULAR SERVICE IN THE GRADE FAILING WHICH PERSONAL ASSISTANT GRADE-I WITH SIX YEARS COMBINED REGULAR SERVICE IN THE GRADES OF PERSONAL ASSISTANT GRADE-I AND PERSONAL ASSISTANT GRADE-II IN THE PAY SCALE OF RS.5000-8000.

1. DEPUTY DIRECTOR GENERAL OF PERSONNEL DIVISION - CHAIRMAN
2. DIRECTOR/JOINT DIRECTOR OF PERSONNEL DIVISION - MEMBER
3. DIRECTOR/JOINT DIRECTOR OF ANY OTHER DIVISION OF OFB HQrs- MEMBER

NOTE: 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 ALONGWITH THEIR JUNIORS WHO HAVE ALREADY COMPLETED SUCH QUALIFYING/ELIGIBILITY SERVICE.

DEPUTATION:

OFFICERS UNDER THE CENTRAL GOVERNMENT:
 (a)(i) HOLDING ANALOGOUS POSTS OF STENOGRAPHER ON REGULAR BASIS IN THE PARENT CADRE/DEPARTMENT; OR
 (ii) WITH THREE YEARS SERVICE IN THE GRADE OF STENOGRAPHER RENDERED AFTER APPOINTMENT THERETO ON A REGULAR BASIS IN THE SCALE OF PAY OF RS.5500-9000 OR EQUIVALENT IN THE PARENT CADRE/DEPARTMENT.

NOTE: THE DEPARTMENTAL OFFICERS IN THE FEEDER

*(2007) SUBJECT TO VARIATION DEPENDENT ON WORKLOAD

COL. 3:

* CIVILIAN IN DEFENCE SERVICES, GROUP 'B', NON-INDUSTRIAL, MINISTERIAL.

FILE NO 3/4(16)/2006-RR

POSTCODE : 0701160206

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REGULATIONS FOR THE POST OF PRIVATE SECRETARY
 MINISTRY OF : DEFENCE DEPARTMENT OF : DEFENCE

FILE NO. 3/4(16)/2006-RR

ORGANISATION NAME : ORDNANCE FACTORY BOARD, KOLKATA

NAME OF POST	NO OF POST	CLASSIFICATION	SCALE OF PAY (Rs.)	WHETHER SELECTION OR NON-SELECTION POST.	WHETHER BENEFIT OF ADDED SERVICE ADMISSIBLE	AGE LIMIT FOR DIRECT RECRUITS.	EDUCATIONAL & OTHER QUALIFICATION REQD. FOR DIRECT RECRUITS.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEES.	PERIOD OF PROB. IF ANY	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY DEPUTATION/ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS.	IN CASE OF RECTT BY PROMOTION/DEPUTATION/ABSORPTION GRADES FROM WHICH PROMOTION/DEPUTATION /ABSORPTION TO BE MADE.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	CIRCUMSTANCES IN WHICH U.P.S.C. TO BE CONSULTED IN MAKING RECTT.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

CATEGORY WHO ARE IN THE DIRECT LINE OF PROMOTION SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT ON DEPUTATION. SIMILARLY DEPUTANISTS 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 OR DEPARTMENT OF THE CENTRAL GOVERNMENT SHALL ORDINARILY NOT EXCEED THREE YEARS. THE MAXIMUM AGE LIMIT FOR APPOINTMENT BY DEPUTATION SHALL NOT EXCEED 56 YEARS ON THE CLOSING DATE FOR THE RECEIPT OF APPLICATION.

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT GRADE-I
 MINISTRY OF DEFENCE DEPARTMENT OF DEFENCE

FILE NO 3/4(16)/2006-RR

ORGANISATION NAME : ORDNANCE FACTORY BOARD

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
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PERSONAL ASSISTANT GRADE-I	990		5500-175-9000	SELECTION	N.A.	N.A.	N.A.	NA	2 YRS FOR PROMOTERS	PROMOTION FALING WHICH BY DEPUTATION.	PROMOTION ----- PERSONAL ASSISTANT GRADE-II IN THE PAY SCALE OF RS.5000-8000 WITH THREE YEARS REGULAR SERVICE IN THE GRADE.	GROUP 'B' DPC (FOR CONSIDERING PROMOTION AND CONFIRMATION)	CONSULTATION WITH UPSC NOT NECESSARY.
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*(2007) SUBJECT TO VARIATION
 DEPENDENT ON WORKLOAD

COL. 3:

* CIVILIAN IN DEFENCE SERVICES, GROUP 'B', NON-INDUSTRIAL,
 MINISTERIAL.

NOTE: 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 ALONGWITH THEIR JUNIORS WHO HAVE ALREADY COMPLETED SUCH QUALIFYING/ELIGIBILITY SERVICE.

1. ADDITIONAL GENERAL MANAGER - CHAIRMAN
2. JOINT GENERAL MANAGER OR DEPUTY GENERAL MANAGER - MEMBER
3. DEPUTY GENERAL MANAGER OR WORKS MANAGER - MEMBER

DEPUTATION:

OFFICERS UNDER THE CENTRAL GOVERNMENT:

(a)(i) HOLDING ANALOGOUS POSTS OF STENOGRAPHER ON REGULAR BASIS IN THE PARENT CADRE/DEPARTMENT; OR

(ii) WITH THREE YEARS SERVICE IN THE GRADES OF STENOGRAPHERS RENDERED AFTER APPOINTMENT THERETO ON A REGULAR BASIS IN THE SCALE OF PAY OF RS.5000-8000 OR EQUIVALENT IN THE PARENT CADRE/DEPARTMENT.

NOTE: THE DEPARTMENTAL OFFICERS IN THE FEEDER CATEGORY WHO ARE IN THE DIRECT LINE OF PROMOTION SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR

FILE NO 3/4(16)/2006-RR

POSTCODE : 0701160306

FILE NO 3/4(16)/2006-RR

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT GRADE-I
 MINISTRY OF : DEFENCE DEPARTMENT OF : DEFENCE

ORGANISATION NAME : ORDNANCE FACTORY BOARD

NAME OF POST	NO OF POST	CLASSIFI- CATION	SCALE OF PAY (Rs.)	WHETHER SELEC- TION OR NON-SEL- ECTION POST.	WHETHER BENEFIT OF ADD- ED YRS OF SERV- ICE ADMISSI- BLE	AGE LIMIT FOR DIRECT RECRUITS.	EDUCATIONAL & OTHER. QUALIFICATION REQD. FOR DIRECT RECRUITS.	WHETHER AGE & EQ PRES- CRIBED FOR DIRECT REC- RUIITS WILL APPLY IN THE CASE OF PROMOTEES.	PERIOD OF PROB. IF ANY	METHOD OF RECTY. WHETHER BY DIRECT RECTY. OR BY PROMO- TION OR BY DEPUTA- TION/ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS.	IN CASE OF RECTY BY PROMOTION/DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/DEPU- TATION /ABSORPTION TO BE MADE.	IF A DPC EXISTS WHAT IS ITS COM- POSITION	CIRCUMSTANCES IN WHICH U.P.S.C. TO BE CONSULTED IN MAKING RECTY.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

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 OR DEPARTMENT OF
 THE CENTRAL GOVERNMENT SHALL ORDINARILY NOT
 EXCEED THREE YEARS. THE MAXIMUM AGE LIMIT FOR
 APPOINTMENT BY DEPUTATION SHALL NOT EXCEED 56
 YEARS ON THE CLOSING DATE FOR THE RECEIPT OF
 APPLICATION.

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT GRADE-I
 MINISTRY OF : DEFENCE DEPARTMENT OF : DEFENCE

ORGANISATION NAME : ORDNANCE FACTORY BOARD

NAME OF POST	NO OF POST	CLASSIFICATION	SCALE OF PAY (Rs.)	WHETHER SELECTION OR NON-SELECTION POST.	WHETHER BENEFIT OF ADD-ED YRS OF SERVICE ADMISSIBLE	AGE LIMIT FOR DIRECT RECRUITS.	EDUCATIONAL & OTHER QUALIFICATION REQD. FOR DIRECT RECRUITS.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEES.	PERIOD OF PROB. IF ANY	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION/ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS.	IN CASE OF RECTT BY PROMOTION/DEPUTATION/ABSORPTION GRADES FROM WHICH PROMOTION/DEPUTATION /ABSORPTION TO BE MADE.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	CIRCUMSTANCES IN WHICH U.P.S.C. TO BE CONSULTED IN MAKING RECTT.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

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 OR DEPARTMENT OF THE CENTRAL GOVERNMENT SHALL ORDINARILY NOT EXCEED THREE YEARS. THE MAXIMUM AGE LIMIT FOR APPOINTMENT BY DEPUTATION SHALL NOT EXCEED 56 YEARS ON THE CLOSING DATE FOR THE RECEIPT OF APPLICATION.