

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1. (a) *Name of the posts* : Sr. PA to GM, CSD
- (b) *Name of the Ministry/Department* : Ministry of Defence, Canteen
Stores Department
- (c) *Number of posts* : 01
- (d) *Scale of pay* : Pay level-7 (44900-142400) Revised
vide MoD, D (Mov) letter No.
95301/Q/BOCCS/PA/1457/D
(Mov)/2004 dtd. 25th May 2004
(Annexure-II a)
- (e) *Class and service to which the posts belong (of MHA Notification No. 20/16/60-Estt(A) dated 13 Mar 62)* : General Central Service
Group 'B' Gazetted
- (f) *Ministerial or non-ministerial (of F.R. 9(17))* : Ministerial
2. *Appointing Authority* : MoD
3. *Duties of the post in detail.* : As per Annexure- II b
4. *Describe briefly the method(s) adopted for filling the posts hitherto.* : By Promotion failing which by
Deputation
5. *Method(s) of recruitment proposed* : By Promotion failing which by
Deputation
6. *If promotion is proposed as a method of recruitment.*
 - (a) *Designation and number of the posts proposed to be included in the field of promotion.* : Steno Grade-I (25 posts) in Pay
Level-06 (35400 - 1,12,400)
with five years regular service
in the grade.
 - (b) *Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion of (MHA OM No. 1/5/80 RPS dated 26 Feb 58)* : 5 years.
 - (c) *Percentage of post in the grade proposed to be filled by promotion.* : 100%
 - (d) *Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent to DOP&T alongwith the proposal.* : NA

- (e) If recruitment rules were not framed for the posts in the field of promotion. :
- i) Please indicate briefly the method of recruitment actually adopted for filling the posts, please also state the percentage of vacancies filled by each of the methods. : By promotion failing which by deputation
 - ii) Please state briefly the education qualification proposed by the persons in the field of promotion. : N/A
 - iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished. : The lowest post i.e. Steno Grade-II with Pay Level-04 (Rs 25,500 - Rs 81,100) is filled by Direct recruitment through SSC.
- (f) i) Is the promotion to be made on selection-cum-seniority or non selection basis? : Selection-cum-seniority
- ii) Reasons for the proposal in (i) above. : Being the only post, it is proposed to be filled up by selection-cum-seniority
- (g) If a DPC exists, what is its composition. : **Proposed- DPC**
- 1 Joint Secretary (CSD), Ministry of Defence
 - 2 General Manager and Chairman/Joint General Manager and Vice Chairman, Board of Administration
 - 3 Deputy Director General Canteen Services and Secretary Board of Control Canteen Services, IHQ of MoD
 - 4 Deputy Secy./Director (Dealing with CSD matter), DoD
- (h) Indicate if the feeder posts are having promotion channels other than the under consideration. : Feeder post (Steno Gde-I with Pay Level-06 (35400- 1,12,400) have promotion avenue in two way i.e. i) Senior PA & ii) Assistant Manager.
7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary. : NA

8. If direct recruitment is proposed as a method of recruitment (of MHA OM No. 2/45/55-RPS, dated 08 Oct 55) please state. : NA
- (a) The percentage of vacancies proposed to be filled by direct recruitment. : NA
- (b) Indicate if there are any promotional avenues for the direct recruits? : NA
- (c) i) Age for direct recruitment (of MHA OM No. 2/41/59-RPS dated 03 Dec 59) : NA
- ii) Is age relaxable for Govt. Servants? : NA
- (d) Educational & other qualifications required for direct recruitment. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified). : NA
- Essential
- Desirable
- (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s). : NA
- (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No. : NA
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/ necessary. : By Promotion failing which by Deputation
10. i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion? : NA
- ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions. : NA
11. (a) Is deputation / absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorptions or both are proposed. : Deputation is proposed as per the model RR of Stenographer vide DoP&T OM No. AB-14017/8/2010-Estt (RR) dtd. 24th Jan' 2011

- (b) The percentage of posts proposed to be filled by this method. : NA
- (c) The period to which deputation will be limited. : Proposal submitted as per Model RR of Stenographer vide DoP&T OM No. AB-14017/8/2010-Estt (RR) dtd. 24th Jan' 2011
- (d) The names of the posts of grades or services etc. from which deputation/absorption is proposed. (of MHA OM No. 2/25/60-Estt (D) dated 19 Aug 60) : NA
12. (a) If any of the methods is proposed fails, by what methods are such vacancies proposed to be filled. : By Promotion failing which by Deputation
- (b) Whether the recruitment rules relate to a post which has been upgraded from Gp 'C' to Gp "B" of Gp 'B' to Gp 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed. : No
- (c) Whether the recruitment rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post? : NA
13. (a) Special circumstances, if any other than those covered by the rules in which the Commission may be required to be consulted. : NA
- (b) Whether the Deptt of Personnel and Training have concurred in the proposed : No. Proposal is submitted as per Model RR of Stenographer vide DoP&T OM No. AB-14017/8/2010-Estt (RR) dtd. 24th Jan' 2011
14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No. : NA
15. Name, address and tele numbers of the Ministry's reps with whom these proposals may be discussed if necessary, for clarification / early derision. : Smt Sunita Dhaundiyal, Under Secretary (D/CSD), MoD, Sena Bhavan, New Delhi

Checked by

Prepared by