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Govt. of India, Ministry of Defence
Directorate General, Defence Estates

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Dated 14 November, 2019

To,

The Principal Director
Defence Estates, Ministry of Defence
Central/Eastern/Northern/Western/Southern/South-Western Commands
Lucknow/Kolkata/Jammu/Chandigarh/Pune/Jaipur

The Director, NIDEM, Delhi Cantt.

Subject: **FRAMING OF RECRUITMENT RULES (RRs) FOR POST OF SENIOR PRIVATE SECRETARY (SPS) IN DEFENCE ESTATES ORGANIZATION**

Defence Estates Organization is under process of framing Recruitment Rules (RRs) for post of Senior Private Secretary (Group 'B' Gazetted) in Defence Estates Organization.

2. In accordance with DoP&T O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft *Defence Estates Senior Private Secretary (Group 'B' Gazetted) Service Recruitment Rules, 2019* is being uploaded on official website of DGDE.

3. It is requested to communicate the same to all Dte./DEOs/ADEOs under your jurisdiction so that comments of all stakeholders on the "*Defence Estates Senior Private Secretary (Group 'B' Gazetted) Service Recruitment Rules, 2019*" (if any), may be obtained within 30 days from the date of issuance of this letter.

4. The comments may be forwarded to the undersigned on expiry of 30 days for further necessary action.


(Sharmistha Maitra)

Deputy Director General (A&C)
for Director General, Defence Estates

Encl. As above

Internal Copy to:

- ✓ DGDE (IT Cell) : For kind information alongwith request to upload the copy of draft *Defence Estates Senior Private Secretary (Group 'B' Gazetted) Service Recruitment Rules, 2019* on official website of DGDE

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the November, 2019

S.R.O..... In exercise of the powers conferred by the proviso to article 309 of the Constitution the President hereby makes the following rules regulating the method of recruitment to the post of Senior Personal Assistant in Defence Estates Organisation, namely:-

1. Short title and commencement – (1) These rules may be called the Ministry of Defence, Defence Estates Service Senior Private Secretary (Group 'B' Gazetted) Recruitment Rules, 2019.

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

2. Number of Post, Classification and Level in the Pay Matrix. – The number of 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 the said rules.

3. Method of Recruitment, age limit, qualifications, etc. – The method of recruitment, age limit, qualification and other matters related thereto, shall be specified in column (5) to (13) of the said Schedule.

4. Disqualifications – No persons –

(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 post:

Provided that the Central Government may, if satisfied, such marriage is permissible under personal law applicable to such person or any other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rules.

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

6. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Tribes, 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	Level in the Pay Matrix	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
Senior Private Secretary	05* (2019) *Subject to variation dependent on workload	General Central Service, Group 'B', Gazetted, Ministerial	Level 8 in the Pay Matrix as per 7th CPC (₹ 47,600 - ₹ 1,51,100)	Selection	Not applicable
Educational and other qualifications required for direct recruits		Whether age and education 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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made		
(10)			(11)		
Promotion failing which by deputation			<p>Promotion: Private Secretary in the Level-7 in the Pay Matrix with two (2) years regular service in the grade or six (6) years combined regular service in Level-6 and Level-7 in the Pay Matrix in the Stenographer Grade-I and Private Secretary</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 (2) 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 or eligibility service.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two (2) years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in Level-7 in the Pay Matrix or equivalent in the parent cadre or department.</p>		

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

Note 2: The 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 be 'Not exceeding 56 years' as on the closing date of receipt of applications

If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)
<p>Departmental Promotion Committee consisting of:</p> <p>(i) Additional Director General, Defence Estates (Admin) —Chairman</p> <p>(ii) Deputy Director General, Defence Estates (Admin) —Member</p> <p>(iii) Under Secretary to the Govt. of India or an Officer not below this rank of Ministry of Defence (Outside Department) —Member</p>	<p>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules</p>

[File No. _____]

_____ Under Secretary