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**Government of India
Department of Atomic Energy**

**Anushakti Bhavan
CSM Marg
Mumbai-400 001**

No. 20/1/2/99-CCS/ 2993

**28
April , 2004.**

OFFICE MEMORANDUM

**Subject Norms for the post of Principal Private Secretary
(Scale of pay Rs.10000-15200) ✓**

Reference is invited to this Department notification No.20/1/2/99-CCS/302 dated 16.07.2001 regarding the Recruitment Rules for the post of Principal Private Secretary in the scale of pay of Rs.10000-325-15200 in the Department.

2. In terms of the above referred notification, Private Secretaries and Senior Personal Assistants in the scale of pay of Rs.6500-10,500 with 8 years regular service in the grade eligible to be considered for promotion as Principal Private Secretary in the scale of pay of Rs.10000-15200 in the Department. This Department vide Office Memorandum No.20/22(6)/2001-CCS/240 dated 17.05.2002, has since redesignated the posts of Senior Personal Assistant in the scale of pay of Rs.6500-10500 as Private Secretary (Non-Secretariat) in the same scale of pay and introduced a new grade of Senior Private Secretary in the scale of Rs.7500-250-12000 in the Non-Secretariat Offices under this Department. Considering these aspects it has been decided by the competent authority to amend the norms for promotion to the post of Principal Private Secretary (Rs.10000-15200) under this Department as under :

- (i) In column 11 regarding the method of recruitment, the existing entry will be substituted with the following :

Promotion :

100% by selection from among the Senior Private Secretaries (Rs.7500-12000), Private Secretaries (Rs.6500-10500) and Private Secretaries (Non-Secretariat) (Rs. 6500-10500) in the Department, failing which on deputation.

- (ii) In column 12 regarding the grades from which the promotion etc. will be made, the existing entry will be substituted with the following :

Promotion :

- (a) **Senior Private Secretaries (Rs.7500-12000) in the Department with a regular service of 6 years in the grade OR**

Senior Private Secretaries (Rs.7500-12000) in the Department with a combined regular service of 8 years in the grades of Rs.7500-12000 and Rs.6500-10500.

- (b) **Private Secretaries (Rs.6500-10500) and Private Secretaries (Non-Secretariat) (Rs. 6500-10500) in the Department with a regular service of 8 years in the grade...**

3. **Action to incorporate necessary amendments in the existing Recruitment Rules and to notify the same under Article 309 is being taken separately. This order issued with the approval of the competent authority will come into force with immediate effect.**


(Sobha Devi N.)

Under Secretary to the Government of India

1. **All Heads of Units**
2. **All Officers/Sections in the Department.**

(48) (21)

**TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II,
SECTION 3 SUB-SECTION (I)"**

Government of India
Department of Atomic Energy

S. N. S.
Mumbai dated, The 16, 2001

NOTIFICATION

G.S.R. : 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 Principal Private Secretary, in the Department of Atomic Energy, Mumbai namely :-

1. Short title and commencement : - (1) These rules may be called the Department of Atomic Energy (Principal Private Secretary) Recruitment Rules, 2001.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of posts, classification and scale of pay : - The number of the said post, its classification and the scale of pay attached thereto shall be as specified in Columns (2) to (4) of the Schedule annexed to these rules.

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3. Method of recruitment, age limit, qualifications etc. :- The method of recruitment to the said post, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said schedule.

4. 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 a person, shall be eligible for appointment to the said post :

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.

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 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.

....

6. Saving : - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes, the Other Backward Class, the Ex-Serviceman 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 the post	No. of posts	Classification	Scale of pay (Rupees)	Whether Selection by merit or selection-cum-seniority or non-selection post
1	2	3	4	5
Principal Private Secretary	3*	General Central Service, Group 'A' (Gazetted) (Ministerial)	Rs. 10000-325-15200	Selection by merit

* (2000) Subject to variation depending on work load.

: 4 :

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Whether benefit of added
years of service admissible
under rule 30 of the Central
Civil Services (Pension)
Rules, 1972

Age limit for
direct recruits

Educational and other
qualifications required
for direct recruits

6

7

8

No.

Not applicable

Not applicable

...../

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees

Period of probation, if any

Method of recruitment : Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled in by various methods

9

10

11

Not applicable

One year

Promotion 100% by selection from among the Private Secretaries (Rs.6500-10500) and Senior Personal Assistants (Rs.6500-10500) in the Department failing which on deputation.

...../



In case of recruitment by promotion/deputation/absorption/grades from which promotional deputation/absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
12	13	14

Promotion

Private Secretary (Rs.6500-10500) and Senior Personal Assistants (Rs.6500-10500) in the Department with 8 years regular service in the grade

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

1. Additional Secretary, Department of Atomic Energy - Chairman
2. Joint Secretary, Department of Atomic Energy (incharge of unit concerned) - Member
3. Controller, Bhabha Atomic Research Centre - Member
4. Nominee of the Head of the Department concerned - Member

Department of Atomic Energy is exempted from consultation with Union Public Service Commission vide order No.18/4/51-Ests(B), dated the 1st September 1958 of the Ministry of Home Affairs.

Note :

1. When the Departmental Promotion Committee meets before the 1st July, the relevant date for the purpose of eligibility will be 1st January and when it meets after 1st July such relevant date will be 1st July of the calendar year.

2. Where the junior officers who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed the minimum qualifying/eligibility period of service for consideration for promotion.



In case of recruitment by promotion/deputation/absorption/grades from which promotional deputation/absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
12	13	14

Deputation

Suitable officials from other Central Government Departments or Ministries holding analogous posts or posts in the scale of Rs.6500-10500 with 8 years regular service in the grade

Note :- The period of deputation /short term contract including the period of deputation/short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Govt. shall ordinarily not exceed three years but may be extended by one more year by the Department of Atomic Energy

(F.No.20/1/2/99-CCS) | 302

13/7/97
(P.D. Siwal)

Deputy Secretary to the Government of India

(88) (2)

**TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II,
SECTION 3 SUB-SECTION (I)"**

Government of India
Department of Atomic Energy

5/wh
Mumbai dated, The 16, 2001

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(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of posts, classification and scale of pay :- The number of the said post, its classification and the scale of pay attached thereto shall be as specified in Columns (2) to (4) of the Schedule annexed to these rules.



3. Method of recruitment, age limit, qualifications etc. : - The method of recruitment to the said post, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said schedule.

4. 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 a person, shall be eligible for appointment to the said post :

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.

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 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.

6. Saving : - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes, the Other Backward Class, the Ex-Serviceman 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 the post	No. of posts	Classification	Scale of pay (Rupees)	Whether Selection by merit or selection-cum-seniority or non-selection post
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* (2000) Subject to variation depending on work load.

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Whether benefit of added
years of service admissible
under rule 30 of the Central
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Rules, 1972

Age limit for
direct recruits

Educational and other
qualifications required
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Note :

1. When the Departmental Promotion Committee meets before the 1st July, the relevant date for the purpose of eligibility will be 1st January and when it meets after 1st July such relevant date will be 1st July of the calendar year.

2. Where the junior officers who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed the minimum qualifying/eligibility period of service for consideration for promotion.

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

1. Additional Secretary, Department of Atomic Energy - Chairman
2. Joint Secretary, Department of Atomic Energy (incharge of unit concerned) - Member
3. Controller, Bhabha Atomic Research Centre - Member
4. Nominee of the Head of the Department concerned - Member

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Note :- The period of deputation /short term contract including the the period of deputation/short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Govt. shall ordinarily not exceed three years but may be extended by one more year by the Department of Atomic Energy

(F.No.20/1/2/99-CCS) | 302

25/5
13/7/07
(P.D. Siwal)

Deputy Secretary to the Government of India

भारत सरकार
परमाणु ऊर्जा विभाग

अणुशक्ति भवन
छ.शि.म. मार्ग
मुंबई 400 001

सं. 20/1/2/99-सीसीएस/2993

अप्रैल 28, 2004

कार्यालय ज्ञापन

विषय : प्रधान निजी सचिव (वेतनमान रू.10000-15200) के पद हेतु मानक

विभाग में रू. 10000-325-15200 के वेतनमान में प्रधान निजी सचिव के पद हेतु भर्ती नियमों के संबंध में इस विभाग की दिनांक 16.07.2001 की अधिसूचना सं. 20/1/2/99-सीसीएस/302 की ओर ध्यान आकर्षित किया जाता है।

2. उपरोक्त संदर्भित अधिसूचना के अनुसार वेतनमान रू. 6500-10,500 में 8 वर्षों की नियमित सेवा वाले निजी सचिवों एवं वरिष्ठ निजी सचिवों को विभाग में रू. 10000-15200 के वेतनमान में प्रधान निजी सचिव के पद पर पदोन्नति हेतु पात्र माना जाता है। इस विभाग द्वारा अपने दिनांक 17.05.2002 के का.ज्ञा.सं. 20/22(6)/2001-सीसीएस/240 के अनुसार रू. 6500-10500 के वेतनमान में वरिष्ठ वैयक्तिक सहायक के पद को उसी वेतनमान में निजी सचिव (गैर-सचिवालय) के रूप में पुनर्पदनामित किया गया है और इस विभाग के तहत गैर-सचिवालय कार्यालयों में रू. 7500-250-12000 के वेतनमान में वरिष्ठ निजी सचिव के एक नये ग्रेड का समावेश किया गया है। इन पहलुओं को ध्यान में रखते हुए सक्षम प्राधिकारी द्वारा इस विभाग के तहत प्रधान निजी सचिव (रू.10000-15200) के पद पर पदोन्नति हेतु मानकों के निम्नानुसार संशोधन का निर्णय लिया गया है :

- (i) भर्ती की पद्धति के संबंध में कालम 11 में, वर्तमान प्रविष्टि को निम्नानुसार प्रतिस्थापित किया जायेगा:

पदोन्नति :

विभाग में वरिष्ठ निजी सचिवों (रू.7500-12000) , निजी सचिवों (रू.6500-10500) एवं निजी सचिवों (गैर-सचिवालय) (रू.6500-10500) में से 100% सेलेक्शन द्वारा तथा ऐसा न हो पाने पर प्रतिनियुक्ति द्वारा

- (ii) जिन ग्रेडों से पदोन्नति आदि की जानी है, से संबंधित कालम 12 में वर्तमान प्रविष्टि को निम्नानुसार प्रतिस्थापित किया जाएगा :

पदोन्नति :

- (क) विभाग में वरिष्ठ निजी सचिव (रू.7500-12000) जिन्होंने संबंधित ग्रेड में 6 वर्ष की नियमित सेवा पूरी की हो **अथवा**
विभाग में वरिष्ठ निजी सचिव (रू.7500-12000) जिन्होंने रू.7500-12000 एवं रू. 6500-10500 के ग्रेड में 8 वर्ष की संयुक्त नियमित सेवा पूरी की हो
- (ख) विभाग में निजी सचिव (रू. 6500-10500) एवं निजी सचिव (गैर-सचिवालय) (रू.6500-10500) जिन्होंने संबंधित ग्रेड में 8 वर्ष की नियमित सेवा पूरी की हो

3. वर्तमान भर्ती नियमों में आवश्यक संशोधनों को समाविष्ट करने और उन्हें अनुच्छेद 309 के तहत अधिसूचित करने हेतु कार्यवाई अलग से की जा रही है। यह आदेश सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है तथा यह तत्काल प्रभाव से लागू होगा।

शोभा देवी एन

(शोभा देवी एन.)

अवर सचिव, भारत सरकार

1. सभी यूनिटों के प्रधान
2. पऊवि के सभी अधिकारी/अनुभाग