

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

Government of India
Department of Atomic Energy

Anushakti Bhavan,
C.S.M. Marg,
Bombay 400 039.

No.20/1/12/87-CCS | 12 66

December 20, 1991

NOTIFICATION

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 (Assistant Personnel Officer/Assistant Administrative Officer) in the Department of Atomic Energy, namely :-

1. Short title and commencement:

- (a) These rules may be called the Department of Atomic Energy (Assistant Personnel Officer/Assistant Administrative Officer Recruitment Rules, 1991.
- (b) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, 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 connected therewith shall be as specified in columns (5) to (14) of the said Schedule.

4. Disqualifications:- 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 and Scheduled Tribes 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	Whether selection post or non-selection post
1	2	3	4	5
Assistant Personnel Officer/ Assistant Administrative Officer	106*	General Central Service Group B (Gazetted)	Rs.2000-60-2300-EB-75-3200	Selection

*Subject to revision depending upon the workload.

.../-

Whether benefit of
added years of
service admissible
under Rule 30 of
the CCS (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 recruits 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/transfer and percentage of the vacancies to be filled in by various methods
9	10	11
Not applicable	One year	<ol style="list-style-type: none"> 1. Departmental qualifying examination - 80% 2. Promotion on the basis of seniority cum fitness - 20%

.../-

In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which UESC is to be consulted in making recruitment
12	13	14
1.(i) Senior Personal Assistants (Rs.2000-60-23000-EB-75-3200)	1.Additional Secretary/Joint Secretary in-charge of the Centralised Cadre in Department of Atomic Energy.	-Chairman Department of Atomic Energy is exempted from consultation with Union Public Service Commission vide Order No.13/4/51 /Est(B) dated 1.9.58 of Ministry of Home Affairs.
(ii) Superintendents/ Accountants (Rs.1640-60-2600-EB-75-2900) who have completed one year regular service in the grade.		
(iii) Assistants/ Personal Assistants (Rs.1640-60-2600-EB-75-2900) who have completed 3 years of regular service in the grade.	2.Director/ Deputy Secretary in-charge of Centralised Cadre in Department of Atomic Energy.	-Member
(iv) Senior Stenographers (Rs.1400-40-1600-50-2300-EB-60-2600) who have completed 3 years of regular service in the grade.	3.Deputy Chief Executive (Administration and Accounts), Nuclear Fuel Complex, Hyderabad	-Member
(v) Senior Accounts Clerks (Rs.1400-40-1800-EB-50-2300) and (Rs.1400-40-1600-50-2300-EB-60-2600) who have completed 3 years of regular service in the grade or a combined regular service of six years as Sr.Accounts Clerk and Upper Division Clerk.	OR Director Directorate of Estate Management, Department of Atomic Energy	
(vi) Senior Clerks, Assistants, Assistant Security Officers, Junior Hindi Translators, Senior Telex Operators, Supervisor (Transport), Public Relations Assistant, Publicity Assistant, Welfare Assistant, Manager, Cashier,	4.Head, Personnel Division, Bhabha Atomic Research Centre, Bombay	-Member
	OR	

In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which UFSC is to be consulted in making recruitment
12	13	14
Caretaker etc. in the grade of (Rs.1400-40-1800-EB-50-2300) who have completed 3 years of regular service in the respective grades.	Chief Administrative Officer, Indira Gandhi Centre for Atomic Research Kalpakkam.	
(vii) Upper Division Clerks (Rs.1200-30-1560-EB-40-2040) who have completed 6 years of regular service in the grade.	OR Chief Administrative and Accounts Officer, Centre for Advanced Technology, Indore.	
(viii) Junior Stenographers (Rs.1200-30-1560-EB-40-2040) who have completed 8 years of regular service in the grade.	OR	
2. Assistants (Rs.1640-60-2600-EB-75-2900)/Assistants and Senior Clerks (Rs.1400-40-1800-EB-50-2300) who have completed 8 years of regular service in the grade.	Chief Administrative and Accounts Officer, Atomic Minerals Division, Hyderabad.	

NOTE: 1. The crucial date for computing the period of eligibility will be 1st January of the year if the Departmental Promotion Committee is held during the first half of that year and 1st July of the year if the Departmental Promotion Committee is held during the second half of that year.

2. The selection against item 1 will involve interview of the eligible candidates.


(D.K. AFZULFURKAR)

Additional Secretary to the Government of India.

Government of India
Department of Atomic Energy

Anushakti Bhavan
C.S.M. Marg
Mumbai 400 001

No.20/1(3)/2010-CCS/588

July 29, 2010.

CORRIGENDUM

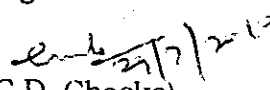
Sub : Norms for the post of Assistant Personnel Officer/
Assistant Administrative Officer (PB-2 Rs.9300- 34800
plus Grade Pay Rs.4800)

Reference is invited to this Department's O.M. No.20/1(3)/2010-CCS/581 dated July 21, 2010 on the above subject

2. Item 1 (ix) under para 2 of the O.M. stands modified as follows:-

"Item 1 (ix) under column 12 of the Schedule

Data Entry Operators 'A' (PB-1 Rs.5200- 20200 plus Grade Pay Rs.2400) who have completed 8 years of regular service in the grade and Data Entry Operators 'B' and Supervisor (Township) (PB-2 9300-34800 plus grade pay of Rs.4200) who have completed 3 years of regular service in the grade."


(C.D. Chacko)

Officer-on-Special Duty(Cadre)

1. All Heads of Units
2. All Officers & Sections in DAE
3. Member, MSG, DAE - with a request to upload on DAE website

Government of India
Department of Atomic Energy

Anushakti Bhavan
CSM Marg
Mumbai-400 001

No.20/1(3)/2010-CCS/581

July 21, 2010

OFFICE MEMORANDUM

Sub : Norms for the post of Assistant Personnel Officer/Assistant
Administrative Officer (PB-2 Rs.9300-34800 plus Grade
Pay Rs.4800)

Reference is invited to this Department's notification No.20/1/12/87-CCS/1286 dated December 20, 1991 regarding the Recruitment Rules for the post of Assistant Personnel Officer/Assistant Administrative Officer (PB-2 Rs.9300-34800 plus Grade Pay Rs.4800).

2. The competent authority has approved inclusion of the following under Column 12 of the schedule of the Department of Atomic Energy (Assistant Personnel Officer/Assistant Administrative Officer) Recruitment Rules, 1991.

Item 1 (ix) under column 12 of the Schedule

Data Entry Operators 'A' (PB-1 Rs.5200-20200 plus grade pay Rs.2400) who have completed 6 years of regular service in the grade and Data Entry Operators 'B' and Township Supervisors (PB-2 Rs.9300-34800 plus grade pay Rs.4200) who have completed 3 years of regular service 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.

C.D. Chacko
21/7/2010
(C.D. Chacko)
Officer-on-Special Duty (Cadre)

1. All Heads of Units
2. All Officers & Sections in DAE

Government of India
Department of Atomic Energy

Anushakti Bhavan,
C.S.M.Marg,
Mumbai-400 001.

No.9/1/2008-IR&W/2011/A-

December 8, 2011.

OFFICE MEMORANDUM

Sub: Integration of Data Entry Operators Grade 'A' into appropriate administrative cadre.

The issues relating to Data Entry Operators (DEOs) in the Department have been engaging the attention of the Department for sometime and discussed in different forum in detail. After making the Data Entry Operators eligible for departmental examinations for the posts in administration and accounts, furtherance of their career progress has been given due consideration taking into account the functional requirements and the total strength of the posts.

2. Presently there are only 13 posts of DEOs in the Department i.e. 10 posts in DEO Grade 'A' in Pay Band-1 Rs.5200-20200 with GP of Rs.2400/- (BARC - 7, NFC - 2 & VECC - 1) and 3 posts in DEO Grade 'B' in the same Pay Band with GP of Rs.2800/- in NFC. The DEO posts being isolated and a few in number, as per the policy of the Government, such isolated posts which could not be considered as a cadre with promotional avenues in their own cadre on long terms basis, need to be merged with appropriate cadre. Moreover, the nature of work of DEOs is similar to that of staff in administration and accounts and most of the DEOs were earlier working as Lower Division Clerks (LDCs). The DEOs in Grade 'A' were given the scale of pay equivalent to UDC with effect from 01-01-1996.

3. Taking into account all these aspects, it has now been decided that the existing 10 DEOs in Grade 'A' be re-designated as UDC with immediate effect and the post held by them shall be integrated with the posts of UDC, subject to the following conditions:

2/-

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-2-

a) The service rendered with effect from 01-01-1996 or from the date of appointment to the post of DEO Grade 'A', whichever is later, will be counted for the purpose of seniority. ✓


b) There shall not be any financial implication while implementing the re-designation and integration of the post of DEO Grade 'A' with the post of UDC. The ACP/MACP already granted shall not be revised retrospectively. Any monetary benefit payable under the rules shall be effective from the date of this O.M or from the prospective date of eligibility only.

c) The appointments already effected from/to the posts UDC/Senior Clerk shall not be reopened. By virtue of condition (a) above, the Data Entry Operators will become eligible for promotion only against future vacancies subject to other conditions as per the existing Recruitment Rules as in the cases of transfer from one unit to other.

d) The cadre strength of UDC will increase to the extent of number of posts of DEO integrated with it.

4. The re-designation of Data Entry Operators Grade 'A' and integration of the posts with UDC as indicated above is to be implemented by the Units concerned and a compliance report forwarded to the department on or before 30th December, 2011.

5. This issues with the approval of Secretary, DAE.


(V. Dayalan) 8/12/11
Director (Admn)

To:

1. Controller,
BARC,
Mumbai.
2. Chief Administrative Officer,
NFC,
Hyderabad.
3. Administrative Officer-III,
VECC,
Kolkata.

BY FAX

Government of India
Department of Atomic Energy

Anushakti Bhavan,
C.S.M.Marg,
Mumbai-400 001.

No.9/1/2008-IR&W/2011/B- 22 ✓

December 8, 2011.

OFFICE MEMORANDUM

Sub: Integration of Data Entry Operators - Grade 'B' into appropriate administrative cadre.

The issues relating to Data Entry Operators (DEOs) in the Department have been engaging the attention of the Department for sometime and discussed in different forum in detail. After making the Data Entry Operators eligible for departmental examinations for the posts in administration and accounts, furtherance of their career progress has been given due consideration taking into account the functional requirements and the total strength of the posts.

2. There are only 13 posts of DEOs in the Department i.e. 10 posts in DEO Grade 'A' in Pay Band-1 Rs.5200-20200 with GP of Rs.2400/- (BARC – 7, NFC – 2 & VECC – 1) and 3 posts in DEO Grade 'B' in the same Pay Band with GP of Rs.2800/- in NFC. The DEO posts being isolated and a few in number, as per the policy of the Government, such isolated posts which could not be considered as a cadre with promotional avenues in their own cadre on long terms basis, need to be merged with appropriate cadre. Moreover, the nature of work of DEOs is similar to that of staff in administration and accounts and most of the DEOs were earlier working as Lower Division Clerks (LDCs).

3. All the DEO Grade 'B' have already been placed in GP of Rs.4200/- or Rs.4600/- as admissible under ACP/MACP Scheme. Since the GP of Rs.2800/- attached to the post of DEO Grade 'B' is higher than the grade pay attached to DEO Grade 'A'/UDC, it has now been decided to re-designate the DEOs in Grade 'B' as "Senior Clerk"

2/-

(which ensures GP of Rs,4200/-) without any benefit of fixation of pay and integrate the said post with Senior Clerk subject to the following conditions:

a) The above said integration and the re-designation will be personal to the individuals holding the post of DEO Grade 'B' and on vacation of the posts held by them it will be operated as UDC only. Accordingly, the cadre strength of Senior Clerk/UDC will increase to this extent of integration/operation of posts.

b) The service rendered in DEO Grade 'B' from the date of grant of GP Rs.4200/- under ACP/MACP will be counted for the purpose of seniority in Senior Clerk.

c) There shall not be any financial implication while implementing the re-designation and integration of the post of DEO Grade 'B' with the post of Senior Clerk. The ACP/MACP already granted shall not be revised retrospectively. Any monetary benefit payable under the rules shall be effective from the date of this O.M or from the prospective date of eligibility only.

d) The appointments already effected from/to the posts Senior Clerk/Assistant shall not be reopened. By virtue of condition (b) above, the Data Entry Operators will become eligible for promotion only against future vacancies subject to other conditions as per the existing Recruitment Rules as in the cases of transfer from one unit to other.

4. The re-designation of Data Entry Operators Grade 'B' and integration of the posts with Senior Clerk as indicated above is to be implemented and a compliance report forwarded to the department on or before 30th December, 2011.

5. This issues with the approval of Secretary, DAE.


(V. Dayalan)
Director (Admn)

To:

Chief Administrative Officer,
Nuclear Fuel Complex,
Hyderabad.

Government of India
Department of Atomic Energy

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Anushakti Bhavan
C.S.M. Marg
Bombay-39.

No. 20/4/2/88-CCS/920

August 3, 1989.

OFFICE MEMORANDUM

Ref: 7/54/73-Adm. dated 27.12.74
7/16/74-Adm. dated 8.8.75
20/4/2/88-CCS/1397 dated 18.11.88

Sub: Exemption from the written examination
for promotion to the posts of Section
Officer, Assistant Personnel Officer
and Assistant Accounts Officer.

The norms for promotion to the posts of Section Officer,
Assistant Personnel Officer and Assistant Accounts Officer stipulates
that 12½% vacancies in these grades may be filled up by the following
methods on the basis of seniority-cum-fitness without personal
interview :

1. Section Officer
 - Permanent Assistants of the DAE Secretariat who are over 48 years of age and have put in a minimum of 5 years regular service in the grade.
2. Assistant Personnel Officer
 - Assistants/Sr. Clerks who are over 48 years of age and have rendered a minimum of 3 years regular service in the grade.
3. Assistant Accounts Officer
 - Accountants who have rendered 1 year regular service in the grade and Assistant Accountants who have rendered 3 years regular service in the grade and are over 48 years of age.

On a review of the norms it has been decided to abolish the age quota and to enhance the percentage of promotion on seniority-cum-fitness from 12½% to 20% of vacancies with the following eligibility.

1. Section Officer
 - Assistants of the DAE Secretariat who have rendered a minimum of 8 years regular service in the grade.

...2/-

2. Assistant Personnel Officer

- Assistants/Senior Clerks who have rendered a minimum of 8 years regular service in the grade.

3. Assistant Accounts Officer

- Assistant Accountants who have rendered a minimum of 8 years regular service in the grade.

The above exemption will not be admissible to those employees who have availed of exemption from written examination for promotion to the feeder grades of Assistant and Assistant Accountant.

This order comes into force with immediate effect.


(R. Padmanabhan)
Director

Heads of all Constituent Units
All Officers/Sections in DAE
NECIL and its Units.

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Government of India
Department of Atomic Energy
Centralised Cadre Section

Arushakti Bhavan,
C.S.M. Marg,
Mumbai - 400 001.

No.1/14/2016-CCS/12615

September 28, 2017

OFFICE MEMORANDUM

Subject: Promotion to the grade of Assistant Personnel Officer under seniority-cum-fitness - reg.

Reference is invited to Recruitment Rules notified vide Gazette Notification No. 20/1/12/87-CCS/1286 dated 20.12.1991 and O. M. 20/4/2/88-CCS/920 dated 3.8.1989.

2. Various representations have been received in the Department in connection with anomaly arisen due to OM dated 3.8.1989 in the selection process of APO under Seniority-cum-fitness quota. These representations are made by few candidates who have completed their 8 years service in the grade of Senior Clerk before getting promotion to the grade of Assistant under Seniority-cum-fitness. These candidates are requesting for considering their candidature for promotion to the grade of APO under SCF on the basis of their service in the grade of Senior Clerk, as otherwise, few Senior Clerks from the same unit, though they are junior to the Assistants will become eligible for APO-SCF.

3. Representations have been examined in the Department and it has been decided that the promotion for the post of Assistant Personnel Officer under SCF quota will be as per existing Recruitment Rules dated 1991 for APO grade and Department's O. M. dated 1989 referred above. As per the Recruitment Rules for the post of APO, Assistants and Senior Clerks who have completed 8 years of regular service are eligible for promotion to the grade of APO under seniority-cum-fitness quota. Further, as per Department's O. M. dated 3.8.1989, the candidates who have availed of exemption from written examination for promotion to the feeder grade i.e. Assistant, will not be again admissible for exemption from written examination for promotion to the grade of APO. This means, the candidates who are promoted to the grade of Assistant under SCF will not be admissible for promotion to the grade of APO under SCF.

4. The above issues are with the approval of Competent Authority in the Department.


(Rakesh Garg)
Director

Heads of all constituent units of DAE
Administrative Heads of all units of DAE
US (Admin), DAE

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai - 400 001.

No.1/14/2016-CCS/ 16467

December 21, 2017

Subject: Clarifications sought regarding consideration of candidates for promotion to the grade of Assistant Personnel Officer under seniority-cum-fitness - reg.

Reference is invited to Department's O. M. dated 28.9.2017 regarding consideration of candidates for empanelment to the grade of Assistant Personnel Officer under Seniority-cum-fitness.

2. It has been observed that repeated representations of few candidates for reviewing the Department's O. M. dated 28.9.2017 and for considering their candidature even though they are not eligible as per the existing guidelines are being received in the Department. Further, it is observed that some of the Administrative Heads are forwarding the representations for favorable consideration with supportive statements thereby encouraging such representations.

3. In the above connection, it is stated that Department has reviewed the Department's earlier O.M. dated 3.8.1989 and then after considering all the issues have issued the recent O.M. dated 28.9.2017. In this context, it is stated that the O. M. dated 3.8.1989 is applicable for all cadres i.e. Section Officer, Assistant Personnel Officer and Assistant Accounts Officer. However, while examining it was found that the said O.M. is followed only for Section Officer and Assistant Accounts Officer grades. Department has decided to correct this procedural lapse and to bring uniformity in all these 3 cadres. Accordingly, Competent Authority has decided that all those Assistants, including them who have qualified the exam, however, got promotion under seniority-cum-fitness quota, will not be considered for promotion to the grade of Assistant Personnel Officer under seniority-cum-fitness.

4. As regards, considering the eligibility of Senior Clerks for promotion to the grade Assistant Personnel Officer under SCF, the matter will be examined and taken into consideration while amending Recruitment Rules for the grade.

5. The above clarification is self explanatory and no more representations in this regard will be entertained in the Department. All the Administrative Heads of the units are hereby directed that, henceforth, any representations on this matter should be disposed off at unit level itself. All the candidates may be informed accordingly.

6. It may further be noted that past cases will not be reopened and this issue may be treated as closed. The above issues with the approval of the Competent Authority in the Department.


(Rakesh Garg)
Director

Heads of all constituent units of DAE
Administrative Heads of all units of DAE
US (Admn), DAE