

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

Government of India  
Department of Atomic Energy

MUMBAI DATED, THE \_\_\_\_\_, 2000

**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 Senior 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 (Senior Principal Private Secretary) Recruitment Rules, 2000.  
(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 any 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 Classes, the 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 the post	Number of posts	Classification	Scale of pay (Rupes)	Whether by merit or selection-cum-seniority or no-selection post
(1)	(2)	(3)	(4)	(5)
Senior Principal Private Secretary	1*	General Central Service, Group 'A' (Gazetted) (Non- Ministerial)	Rs.12000- 375-16500	Selection by merit

\* (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 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	Nil	By promotion failing which by deputation.

In case of recruitment by promotion/deputation/ grades from which 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
<p style="text-align: center;">(12)</p> <p><b>Promotion :</b> Principal Private Secretary (Rs.10000-15200) with a minimum of 5 years service in the grade rendered after appointment thereto on regular basis.</p> <p><b>Deputation :</b> Suitable officers holding analogous posts or in the scale of Rs.10000-15200 with 5 years regular service in Central Government.(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/Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.)</p>	<p style="text-align: center;">(13)</p> <p>Group 'A' Departmental promotion Committee :-</p> <ol style="list-style-type: none"> <li>1. Secretary, Department of Atomic Energy - Chairman</li> <li>2. Director, Bhabha Atomic Research Centre - Member</li> <li>3. Additional Secretary, Department of Atomic Energy - Member</li> <li>4. Joint Secretary, incharge of concerned unit) - Member</li> <li>5. Representative of the Head of the Unit concerned - Member</li> <li>6. Joint Secretary, Department of Space DoPT nominee - Member</li> </ol>	<p style="text-align: center;">(14)</p> <p>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.</p>

(F.No. 20/1/1/99-CCS)

(P.D. Siwal)  
Deputy Secretary to the Government of India

(2)

Government of India  
Department of Atomic Energy

Anushakti Bhavan  
CSM Marg  
Mumbai - 400 001

No. 20/1/1/99-CCS/ 406

July 24, 2000

**OFFICE MEMORANDUM**

One post of Principal Private Secretary in the scale of pay of Rs. 10000-15200 in the Office of Chairman AEC/Secretary, DAE, has been upgraded to that of Sr.PPS in the scale of pay of Rs. 12000-16500 with the approval of the Competent Authority vide Office Order No. 20/1/1/99-CCS/22 dated 25.5.99.

2. The question of formulating suitable norms for appointment/promotion to the post of Sr. Principal Private Secretary was considered in the Department. On careful consideration, the following norms are prescribed for the said post of Sr. Principal Private Secretary. "Recruitment to the post of Sr. Principal Private Secretary shall be made by promotion through selection by merit of officers who have rendered five years of approved services in Principal Private Secretary grade (pay scale of Rs. 10000-15200) after assessing the suitability of the candidate based on their service records and CRs and after interviewing the eligible candidates by a duly constituted DPC consist of the following members:-

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|--|------------|
| 1. Secretary, DAE                                      | : Chairman |
| 2. Director, BARC                                      | : Member   |
| 3. Additional Secretary, DAE                           | : Member   |
| 4. Joint Secretary, DAE                                | : Member   |
| 5. Joint Secretary Incharge<br>concerned Unit          | : Member   |
| 6. Representative of the Head<br>of the concerned Unit | : Member " |

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3. The crucial date for the purpose of determination of eligible candidates will be 1<sup>st</sup> January or 1<sup>st</sup> July of the calendar year in which the DPC meets. In case the DPC meets before 1<sup>st</sup> July, the eligibility date will be 1<sup>st</sup> January, and in case the DPC meets after 30<sup>th</sup> June but upto 31<sup>st</sup> December of the calendar year, the crucial date for the determination of eligibility will be 1<sup>st</sup> July.

4. Action is being initiated to incorporate the norms in the Recruitment Rules under Article 309 of the Constitution which will be notified in due course. These orders come into force with immediate effect.

  
21/7/2000

(P.D. Siwal)  
Deputy Secretary (P)

All Heads of Units and Sections of DAE



Government of India  
Department of Atomic Energy

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

No. 2/5/2005-IR&W/ 106

May 8, 2009.

OFFICE MEMORANDUM

Subject: Implementation of 2<sup>nd</sup> Cadre Review of Group A, B, C & D posts in the administrative/auxiliary/purchase and stores cadres.

In accordance with the guidelines issued by the Department of Personnel & Training, the first cadre review in respect of Group B, C & D posts in the administrative/auxiliary posts was implemented in the Department w.e.f. 1.12.1995. In order to carry out second cadre review in respect of Group A, B, C and D posts in Administration, Accounts, Security and Purchase & Stores a Committee was constituted vide OM No. 2/5/2005-IR&W dated 22.7.2005 to make suitable recommendations. The Committee after detailed deliberations and due consultations with the Units the D C Members and recognised associations submitted its report in 2005.

2. Taking into consideration all aspects, the President is pleased to approve the implementation of the 2<sup>nd</sup> cadre review in the Department. The salient features of the cadre review are as under:

- (i) The cadre review has been agreed to w.e.f. 1.1.2006.
- (ii) The upgradation/sanction of posts and revision of pay scales in respect of Administrative, Accounts, Security, Purchase & Stores and Group D posts have been accepted. The details of the posts upgraded/additional posts sanctioned and unit wise distribution of newly sanctioned Group A and B (Gazetted) posts are given in Annexure I, II & III. Unit wise distribution of remaining newly sanctioned posts will be issued separately.
- (iii) The scale of pay of the post of Helper/D (Trade/Non Trade), Helper/D (CM) and Mali D has been revised from the pre-revised scale of Rs.2750-4400 to Rs. 3050-4590.
- (iv) 17 posts of Head Security Guard have been upgraded from the pre-revised scale of pay of Rs.3050-4590 to Rs.3200-4900.

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(v) The scale of pay of the posts of Assistant Personnel Officer/Assistant Administrative Officer, Assistant Stores/Purchase Officer, Security Officer, Labour cum Welfare Officer, Welfare Officer, Staff Relations Officer, Assistant Public Relations Officer, Labour Officer and Junior Analyst has been revised from the pre-revised scale of pay of Rs.6500-10500 to Rs. 7500-12000 and placed in the revised sixth CPC scale PB-2 Rs.9300-34800 with grade pay of Rs.4800.

(vi) The scales of pay of canteen employees are to be re-categorized as per the DoPT OM No. 13/10/2001-Dir(C) dated 22.12.2004.

3 Pay of individuals in the scale of pay where all the posts are upgraded by this Cadre Review will be fixed w.e.f. 1.1.2006 initially under FR 22 (1)(a)(2) read with FR 23 and thereafter under Rule 7 (1) of CCS(Revised Pay) Rules, 2008. All the Heads of Units are therefore requested to take immediate action in this regard.

4 In the case where some of the posts have been upgraded to the next higher grade, the individuals entitled to the higher grade have to be identified through DPC. Detailed orders in this regard will be issued separately.

5 The expenditure involved for giving effect to these proposals is debitable to "salaries" of the respective Units and should be met from within the approved budgetary allocation. This issues with the concurrence of the Department of Expenditure, Ministry of Finance conveyed vide note No. JS(F)/DAE/220/85/21/Vol.II dated 6.3.2009.

*K. Abraham*  
8/5/09  
(K. Abraham)  
Director (Admn.)

Heads of all DAE Constituent Units.

- Wokle*
- CC:1. Chief Controller of Accounts *IPK 9/5*  
2. Director (Finance) *h... 8/5*  
3. Director (Cadre)  
4. OSD (Admn)/SRO  
5. Secretary, Staff Side, DAE Departmental Council

Upgraded / additional posts sanctioned in the cadre review

Sl. No.	Designations of Posts	No. of Posts
1	UDC	223
2	Sr. Clerk	67
3	Assistant	161
4	AO III	2
5	CAO	4
6	Assistant Accountant	1
7	AAO	3
8	Accounts Officer	5
9	DCA	1
10	JC (F&A)	2
11	Jr. PA / Jr. SA	33
12	Sr. PA / Sr. SK	83
13	Steno Grade III	1
14	PA	1
15	PPS	3
16	Sr. PPS	2
	Total	592

Details of the posts after the Cadre Review

## ADMINISTRATION

	Designation and scale of pay	No. of existing posts	No. of posts after the Cadre Review
1	Lower Division Clerk 3050-4590	758	76
2	Upper Division Clerk 4000-6000	849	1072
3	Senior Clerk 5000-8000	150	217
4	Assistant 5500-9000	103	264
5	Administrative Officer-III (Rs. 10000-15200)	41	43
6	Chief Administrative Officer (Rs. 12000-16500)	11	15
	<b>Total</b>	<b>1912</b>	<b>1687</b>

## ACCOUNTS

1	Assistant. Accountant. (Rs. 6500-10500)	157	158
2	Assistant Accounts Officer (Rs. 7450-11500)	91	94
3	Accounts Officer (Rs. 7500-12000)	19	24
4	Deputy Controller of Accounts (Rs. 10000-15200)	21	22
5	Joint Controller (Finance & Accounts) (Rs. 12000-16500)	5	7
	<b>Total</b>	<b>293</b>	<b>305</b>

## PURCHASE &amp; STORES

1	Purchase / Stores Clerk (Rs. 3050-4590)	101	0
2	Junior Purchase/ Junior Stores Assistant (Rs. 4000-6000)	400	433
3	Purchase Assistant/ Storekeeper (Rs. 5000-8000)	169	119
4	Senior Purchase Assistant/Senior Storekeeper (Rs. 5500-9000)	35	118
	<b>Total</b>	<b>705</b>	<b>670</b>

### STENOGRAPHER

1	Steno Gr.III (Rs. 4000-6000)	245	246
2	Steno Gr.I (Rs. 5500-9000)	111	110
3	Personal Asst. (Rs. 5500-9000)	15	16
4	Principal Private Secretary (Rs.10000-15200)	3	6
5	Senior Principal Private Secretary (Rs.12000-16500)	1	3
	Total	375	381

### HELPER & MALIS

Sl	Designation and scale of pay	Existing Number	No. of posts after approval
1	Helper-D(T) (Rs. 2750-4400) Rs. 3050-4590	290 0	290
2	Helper-D (Rs. 2750-4400) Rs. 3050-4590	235 0	0 235
3	Mali-D (Rs. 2750-4400) Rs. 3050-4590	87 0	0 87
	Total	612	612

### SECURITY

1	Head Security Guard (Rs. 3050-4590) Rs. 3200-4900	49	32 17
	Total	49	49