

 <p>आज़ादी का अमृत महोत्सव</p>	<p>“हर काम देश के नाम”  <b>रक्षा लेखा विभाग (र.ले.वि) मुख्यालय</b>  उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010  Rect. &amp; Appt.- अनुभाग  दूरभाष- 011-25675480, 25665708, फैक्स- 011-25674806,  मेल- <a href="mailto:hqadmin8.dad@hub.nic.in">hqadmin8.dad@hub.nic.in</a></p>	
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No. AN/VIII/8201/2/RR/Steno Cadre/2021

Dt:07/03/2022

### NOTICE

**Sub: Inviting comments on the proposed Recruitment Rules to the Post of Private Secretary (Level- 07 in pay matrix) & Senior Private Secretary (Level- 08 in pay matrix).**

Defence Accounts Department proposes to amend Recruitment Rules (RRs) for the posts of Private Secretary (Level- 07 in pay matrix) & Senior Private Secretary (Level- 08 in pay matrix). The proposed RR containing draft Notification and schedule have been framed in accordance with instructions issued by the Department of Personnel and Training (DOP&T).

2. In terms of DOP&T OM No. AB-14017/61/2008-Estt (RR) dated 13.10.2015, draft Notification and schedule have been uploaded on the website of CGDA for comments thereon from all stake holder (individual) in the following format:

Serial No./Column No. of the proposed Notification/Schedule of RRs to the post of Private Secretary / Senior Private Secretary	Comments
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3. The comments as per the above format should reach by speed post or e-mail on [hqadmin8.dad@hub.nic.in](mailto:hqadmin8.dad@hub.nic.in) to this office within one month from the date of issue of this notice on the address mentioned below.

Sh. Rajeev Ranjan Kumar, IDAS,  
Sr. Dy. CGDA (Pers-2)  
Defence Accounts Department Headquarters  
Ulan Batar Road, Palm, Delhi Cantt.  
New Delhi-110010

  
**(Rajeev Ranjan Kumar)**  
Sr. Dy. CGDA (Pers.-2)

**TO BE PUBLISHED IN THE GAZETTE OF INDIA, IN PART-II, SECTION- 4**

**Government of India  
Ministry of Defence (Finance Division)**

New Delhi.

**Dated ..... 2022.**

**NOTIFICATION**

S.R.O. \_\_\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Defence Accounts Department except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Senior Private Secretary in the Defence Accounts Department namely: -

**1. Short title and commencement: -**

(1) These rules may be called the Defence Accounts Department (Senior Private Secretary) Recruitment Rules, 2022.

(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 posts, its classification and Level in the pay matrix thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.

**3. Method of Recruitment, age limit, qualification etc.: -**

The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in column 5 to 12 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 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 to do so, 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 Schedules Castes, the Scheduled Tribes, Ex-serviceman and any other special categories of persons in accordance with orders issued by the Government from time to time in this regard.

## SCHEDULE

Name of Post	Number of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits
1	2.	3.	4.	5.	6.
Senior Private Secretary	28(2022)* *Subject to variation dependent on work load	General Central Service, Group 'B' Gazetted, Ministerial	Level 8 (Rs. 47600-151100)	Selection	Not Applicable

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ absorption grade from which promotion/deputation absorption to be made
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	By promotion failing which by deputation.	<p>Promotion: Private secretary with two years regular service in the Pay the pay level-07 (Rs 44900 to 142400) rendered after appointment thereto on regular basis and successfully completed 02 weeks training in relation to the duties of Higher post imparted at various RTCs functioning under the department.</p> <p>Deputation: Officer of the Central Government :</p> <p>a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service rendered after appointment thereto on regular basis in the the pay level-07 (Rs 44900 to 142400) or equivalent in the parent cadre or department and b) Possessing following educational qualification and skill test norms: (i) Degree of recognized University (ii) Skill Test Norms: (a) Dictation: 10mts80wpm (b) Transcription : 50 minutes(English) 65 minutes(Hindi) (On computer )</p> <p><b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 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</p>

				<p>completed such qualifying or eligibility service.</p> <p>Note 2: 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.</p> <p>Note 3: 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.</p>
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If Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
<b>12</b>	<b>13</b>
<p>Group `B` Departmental Promotion Committee :</p> <p>(1) Additional Controller General of Defence Accounts - Chairman  (2) Sr. Joint/Joint Controller General of Defence Accounts - Member  (3) Principal Controller of Defence Accounts/Controller of Defence Accounts/Integrated Finance Advisor - Member</p>	<p>Consultation with the Union Public Service Commission is not necessary.</p>

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**Government of India  
Ministry of Defence (Finance Division)**

New Delhi.

**Dated ..... 2022.**

**NOTIFICATION**

S.R.O. \_\_\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Defence Accounts Department except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Private Secretary in the Defence Accounts Department namely: -

**1. Short title and commencement: -**

(1) These rules may be called the Defence Accounts Department (Private Secretary) Recruitment Rules, 2022.

(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 posts, its classification and Level in the pay matrix thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.

**3. Method of Recruitment, age limit, qualification etc.: -**

The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in column 5 to 12 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 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 to do so, 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 Schedules Castes, the Scheduled Tribes, Ex-serviceman and any other special categories of persons in accordance with orders issued by the Government from time to time in this regard.

## SCHEDULE

Name of Post	Number of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits
1	2.	3.	4.	5.	6.
Private Secretary	80(2022)* *Subject to variation dependent on work load	General Central Service, Group 'B', Gazetted, Ministerial	Level 7 (Rs. 44900-142400)	Selection	Not Applicable



Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in 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 vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ absorption grade from which promotion/deputation absorption to be made
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	By promotion failing which by deputation.	<p>Promotion: Stenographer Grade-I in the pay level-06 (Rs 35400-Rs 112400) with five years' service in the grade rendered after appointment thereto on regular basis, who have successfully completed two weeks training in relation to the duties of higher post imparted at various Regional Training Centres functioning under the department.</p> <p>Deputation: Officers under the Stenographer cadre of Central Government: (i) Holding analogous post on regular basis in the parent cadre or department or (ii) With five years' service in the grade rendered after appointment on regular basis in the pay level-07 (Rs 44900 to 142400) or equivalent in the parent cadre or department.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 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>Note 2: 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.</p> <p>Note 3: 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.</p>
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<p>Group `B` Departmental Promotion Committee :</p> <p>(1) Principal Controller of Defence Accounts/Controller of Defence Accounts/ Additional Controller of Defence Accounts / Joint Controller of Defence Accounts - Chairman</p> <p>(2) Deputy Controller of Defence Accounts - Member</p> <p>(3) Assistant Controller of Defence Accounts - Member.</p>	<p>Consultation with the Union Public Service Commission is not necessary.</p>