



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

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OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel & Training)

NOTIFICATION

New Delhi, the 16th June, 1989

G.S.R.629 (E). -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 Private Secretary in the Central Secretariat Stenographers' Service, namely: -

1.Short title and commencement.

(1) These rules may be called the Central Secretariat Stenographers' Service (Private Secretary Grade) Rules, 1989.

They shall be deemed to have come into force with effect from the 1st March, 1989.

2. **Definitions.** - In these rules, unless the context otherwise requires, -

(a) **“appointing authority”** means the authority empowered under the central Civil Services (Classification, Control and Appeal) Rules, 1965 to make appointments to the posts under these rules;

(b) **“appointed day”** means the date on which these rules come into force;

+ (c) **“approved service”** in respect of an officer recruited to the grade means the period or periods of regular service rendered in the grade, including period or periods of absence during which he would have held a post on regular basis in the grade but for **his** being on leave or otherwise not being available to hold such posts, from the 1st day of July of the year for which the recruitment was made:

Provided that where there is a delay of more than ninety days in joining on appointment of an officer, such delay should not be due to any fault on **his** part;

+ Amended vide Department of Personnel and Training Notification No. 13/4/94-CS.II dated 21.6.1995(vide GSR No.515(E).

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(d) **“Central Secretariat Stenographers’ Service”** means the Central Secretariat Stenographers’ Service constituted under the Central Secretariat Stenographers’ Service Rules, 1969;

(e) **“cadre”** means the group of posts in Grade A or Grade B in any of the Ministries or Department specified in Schedule I.

(f) **“cadre seniority”** means the respective seniority of a Grade A or Grade B officer in **his** respective cadre;

(g) **"combined eligibility list"** means the list prepared in accordance with paragraph 2 of Schedule II;

(h) **"commission"** means the Union Public Service Commission;

(i) **"eligible officer"** means an officer referred to in sub-rule (2) of rule 4;

* (j) **"the field of Selection"** shall be

determined in the manner prescribed in Schedule III; provided that if required

number of eligible officers are not available, the field of selection shall be restricted to the available number

of eligible candidates, after the reasons for the same have been recorded in writing by the Department of Personnel & Training.

(k) **"Grade A or Grade B"** means the Grade A or Grade B of the Central Secretariat Stenographers' Service Rules, 1969;

(l) **"limited**

departmental competitive examination officer" means an officer selected on

the basis of the Limited Departmental Competitive Examination held by the

Commission from time to time under clause (b) of sub-paragraph (1) of paragraph 3 of the Sixth Schedule to the Central Secretariat Stenographers' Service

Rules, 1969;

(m) **"Promotee against seniority quota"** means an officer promoted in the order of **his** seniority under clause (a) of sub-paragraph (1) of paragraph 3 of Sixth Schedule to the Central Secretariat Stenographers' Service Rules, 1969;

** Amended vide Department of Personnel and Training*

Notification No. 10/1/93-CS.II dated 23rd August, 1993 – published in

the Gazette of India dated 11th September, 1993 vide GSR No. 448

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(n) **"Schedule"** means a schedule to these rules;

(o) **"Selection committee"** means the Selection Committee constituted under rule 5;

(p) **"select list"** means the select list prepared in accordance with sub-rule (4) of rule 7;

(q) “**select list year**” means the period commencing from the 1st day of July of any year to the 30th day of June of the following year.

3.Composition, Authorised

strength and the Scale of pay:- (1) The post of the Private

Secretary shall be gazetted, ministerial and shall be classified as Central Civil Services Group ‘A’ . This shall be a centralized cadre to be controlled by the Central Government in Department of Personnel and Training.

(2) On the appointed day the authorised strength of the posts in the Private Secretary Grade and the Ministries or Departments to whom these rules apply shall be as specified in Schedule I

Provided that after the appointed day the authorised strength of posts in the Private Secretary Grade and the Ministries and Departments to whom these rules apply shall be such as may, from time to time, be determined by the Central Government in the Department of Personnel and Training.

(2) The scale of pay attached to the Private Secretary Grade shall be Rs.3000-100-3500-125-4500.

\$ **“Note** : An officer appointed to the Private Secretary’s Grade on a regular basis on the basis of first select list shall have the option to have **his** pay fixed with effect from 12th October, 1987 or from the date of ad hoc appointment of **his** juniors in the common eligibility list, whichever is later, subject to the conditions:

i)that the option would be available only to that officer in the first select list who is within the number of sanctioned posts of Private Secretary then existed on 12.10.87 and,

\$ Modified vide Department of Personnel and Training Notification No.

5/25/88-CS.II dated 3rd February, 1990 – published in the Gazette of India vide GSR No. 57 dated 3rd February, 1990

ii) he shall be entitled to draw pay in that Grade only from the date of their assumption of charge in that Grade and shall have no claim for payment of any arrears whatsoever in relation to any previous date."

4. Method of recruitment and

eligibility.-(1) Recruitment to the posts in the Private Secretary Grade shall be made by promotion through selection by the Selection Committee on the basis of assessment of the Annual Confidential Records of the persons whose names appear in the field of selection list.

(2)

Officers of the Central Secretariat Stenographers' Service who have rendered eight years of approved service-

(i) Exclusively in Grade A or exclusively in Grade B; or

(ii) partly in Grade A and partly in Grade B, shall be eligible for being put in the combined eligibility list,

Provided that where an officer has been included in the combined eligibility list all officers in his cadre who are senior to him in the Department or Ministry to which he is attached shall also be included in that list notwithstanding that they may not have rendered eight years of approved service.

5 Constitution of Selection

Committee.-(1)

There shall be constituted a Selection Committee consisting of the chairman of the Commission or, where the Chairman is unable to attend, any other member of the Commission representing it and other members as follows:

(a) The Chairman or a Member of the Commission - Chairman

(b) Additional Secretary or Joint Secretary

in the Department of Personnel and

Training in charge of Central Secretariat Stenographers' Service- Member

(c) Two other Joint Secretaries to the Government of India nominated by the Department of Personnel and Training.-Members

(2)The Chairman or as the case may be the Member of the Commission shall preside at all the meetings of the Selection Committee.

Modified

vide Department of Personnel and Training Notification No. 10/1/93-CS.II dated 21st March, 1995- published in the Gazette of India dated 8th April, 1995 vide GSR No.167.

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6.Appointments to the Private

Secretary Grade. - Appointments to the Private Secretary Grade shall be made by the appointing authority in the order in which the names of the officers appear in the select list for the time being in force.

7.Preparation of Lists. - (1) The Department of Personnel and Training in the Central Government shall obtain from time to time from all the Ministries and Departments specified in Schedule 1, the names of all eligible officers and prepare a combined eligibility list in the manner specified in Schedule II.

(2)The Selection Committee shall meet as and when required for preparing a select list of officers to fill the vacancies determined by the Central Government in the Department of Personnel and Training depending upon vacancies.

(3)The Department of Personnel and Training while arriving at the number of vacancies to be filled shall be guided by-

(i) The vacancies as on 1st day of July of a year; and

(ii) The vacancies anticipated to arise during the select list year.

(4)(a) The Selection Committee shall classify such of the officers included in the field of selection list as are considered fit for appointment to Private Secretary Grade as

'Outstanding', 'Very Good' or 'Good' on the basis of merit.

(b) The Selection Committee shall draw up the select list of the required number, first from amongst officers finally classified as 'Outstanding', then from amongst those classified as 'Very Good' and thereafter from amongst those who are classified as 'Good'. The order of names inter se within each category shall be the order in which the names are arranged in the combined eligibility list prepared.

Note: While considering the cases of officers belonging to the Scheduled Castes or the Scheduled Tribes the Selection Committee shall be guided by such instructions as may be issued by the Government from time to time.

8. Maintenance of the

select list.- (1) Subject to the provisions of these rules, an officer included in the select list shall continue to be included therein till he is appointed to the Private Secretary Grade.

(2) Officers included in the Select List who cannot be appointed to the Private Secretary Grade or, who are reverted therefrom for want of vacancies shall notwithstanding anything contained in rule 9, continue to be included in the Select list and retain the seniority assigned to them in the select list.

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9. Removal of name from the

Select List.-The names of persons of the following categories shall be removed by the Department of Personnel and Training from the Select List.-

(a) persons appointed as Private Secretary;

(b) persons transferred to any other service or post;

(c) persons who die, retire from service or whose services are otherwise terminated;

(d) (i) persons officiating in Private Secretary Grade during the period of probation and who are reverted therefrom as a result of any Departmental Inquiry or proceeding under the Central Civil Services (Classification, Control and Appeal) Rules, 1965; or

(ii) persons who either during or at the end of the period of probation are reverted therefrom on the ground of unfitness to continue in the Grade; or

(iii) persons not yet appointed on probation to Private Secretary's Grade and who on an annual review of the Select List are found, because of deterioration in their record or conduct or both since inclusion in the Select List to have fallen below the required standard.

10. **Regulations.**—The Central Government in the Department of Personnel and Training may make regulations not inconsistent with these rules to provide for all matters for which provision is necessary or expedient for the purposes of giving effect to these rules.

11. **Probation.**—(1)

Every officer appointed to the Private Secretary's Grade shall be on probation for a period of two years from the date of his appointment.

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(3) During the period of probation, any officer may be required to undergo such training and to pass such tests as the Central Government in the Department of Personnel and Training may prescribe.

12.**Disqualification**.- No person,

(a)

who has entered into or contracted a marriage with a person having a spouse living; or

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(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 persons 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.

13.**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, relax any of the provisions of these rules in respect of any class or category of persons.

14.**Saving**.-Nothing in these rules

shall affect reservations, relaxation of the age limit and other concessions required to be provided

for candidates belonging

to the Scheduled castes , the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the order issued by the Central Government from time to time in this regard.

15.**Interpretation**.-Where a doubt arises as to

the interpretation of any of the provisions of these rules and the regulations made thereunder the matter shall be referred to the Central Government in Department of Personnel and Training whose decision thereon shall be final.

Explanatory Note.-

The Private Secretary Grade is being constituted for the first time on the basis of recommendations of the 4th Pay Commission. The scheme of promotion was finalised in consultation with UPSC and as decided, a Combined Eligibility List was finalised during the month of March, 1989 for the purpose of effecting regular promotions. This is as per Government policy of making selection pending finalisation of recruitment rules.

These Rules being given retrospective effective from 1.3.1989 will not in any way adversely effect any member eligible for such promotion.

(No.10/3/89-CS.II)

J.S.SINHA,Dy.Secy.

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SCHEDULE-I
[See rule 3(1)]

A.Authorised strength-82

B.List of participating Ministries and Departments.

S.No.	Ministry/Department
1.	D/o Agriculture and Co-operation.
2.	M/o Civil Aviation
3.	D/oCivil Supplies.
4.	D/o Coal.
5.	M/o Commerce.
6.	M/o Communication
7.	D/o Company Affairs.
8.	M/o Defence.
9.	M/o Environmentand Forest.
10.	D/oFertilizers.
11.	M/o Finance.
12.	M/o Home Affairs.
13.	D/o Food.

14.	M/o Health and Family Welfare.
15.	M/o Human Resources Development.
16.	M/o Industry.
17.	M/o Information and Broadcasting.
18.	M/o Labour.
19.	M/o Law and Justice (D/o Legal Affairs and legislative Department)
20.	D/o Mines.
21.	M/o Petroleum and N.G.
22.	Planning Commission.
23.	D/o Mines.
24.	M/o Water Resources.
25.	D/o Rural Development.
26.	Rehabilitation Division.
27.	M/o Science and Technology.
28.	D/o Steel.
29.	M/o Surface Transport,
30.	D/o Supply.
31.	U.P.S.C.
32.	M/o Urban Development.
33.	M/o Welfare.

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SCHEDULE-II

Method of preparation of Combined Eligibility List.

1. For the purpose of preparing the select list the Department of Personnel and Training shall obtain from the Ministries and Departmentsspecified in Schedule I, the names of all eligible officers.
2. The names of all such eligible officers shall be arranged in a singlelist by the Department of Personnel and Training, taking Grade B seniority asthe base in the following manner:-
 - (i) For each select listyear, limited departmental competitive examination candidates shall be arrangedin order of their merit;
 - (ii) thepromotee against seniority quota shall be interpolated in the list referred tosub-paragraph (i) above cadre-wise maintaining inter se, their cadre seniorityintact;

(iii) wherein a particular cadre there is no limited departmental competitive examination candidate in a select list year or where there is no limited departmental competitive examination candidate, below a promotee against seniority quota, all such promotees against seniority quota shall be arranged on the basis of length of approved service maintaining inter-se their cadre seniority intact.

Wherever the date of promotion to Grade B is the same they shall be arranged on the basis of the date of birth criteria. All promotee officers shall be placed at the bottom of the list arrived at as in sub-paragraph (ii) above.

(iv) Grade B officers of an earlier select list year shall be placed on the top of those belonging to a later select list year.

(v) The placement in the combined eligibility list of officers belonging to the promotees against seniority quota and limited departmental competitive examination who have lost their seniority due to transfer from another cadre, supersession or otherwise, shall be regulated on the basis of their existing inter-se seniority.

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SCHEDULE III

Manner of determining the 'field of Selection':-

(vide Rule 2 (j))

<u>No. of vacancies</u>	<u>No. of officers to be included in the field of Selection</u>
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(as calculated according to sub-rule (3) of Rule 7)

1	5
2	8
3	10
4 or more	10+twice the number of vacancies

in excess of three vacancies.



