

**MINISTRY OF CORPORATE AFFAIRS****NOTIFICATION**

New Delhi, the 5th March, 2012

**G.S.R. 117(E).**— In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Corporate Affairs, Offices of the Regional Directors, Private Secretary, Group 'B' Post, Recruitment Rules, 2009, except as respective things done or omitted to be done before such supersession, the President hereby makes the following rules to regulate the method of recruitment to the post of Private Secretary in the field offices of Ministry of Corporate Affairs, namely:—

1. Short Title and commencement: - (1) These Rules may be called the Ministry of Corporate Affairs, Field Offices (Private Secretary), Group 'B' Post, Recruitment Rules, 2012.
2. They shall come into force on the date of their publication in the Official Gazette.
2. **Number of Posts, classification and Pay Band and Grade Pay/ Pay Scales: -** The number of posts, its classification and Pay Band and Grade Pay/ Pay Scales attached thereto shall be specified in columns (2) to (4) of the Schedule.
3. **Method of recruitment, age limit and other qualification, etc:-** The method of recruitment to the said post, age limit, qualification and other matters relating thereto shall be as specified in columns (5) to (13) 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 personnel law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempts 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, 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 post	No. of posts.	Classification.	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non selection post.	Age limit for direct recruits
1	2	3	4	5	6
Private Secretary	4* (2011) *Subject to variation depending on the workload..	General Central Service Group 'B', Gazetted, Ministerial	Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs. 4600	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether Age and Educational qualification 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/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made.

7	8	9	10	11
Not applicable	Not applicable	Not applicable	By Promotion failing which by deputation.	<p>Promotion : Stenographers, Grade-I in Pay Band-2, Band Pay Rs. 9300-34800 with Grade Pay 4200 with five years regular service in the grade</p> <p>Note: - 1. Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two 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/eligibility service.</p> <p>Note:-2. For the purpose of computing Minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade</p>

pay or Pay Scale extended based on the recommendations of the commission.

Note: Officers who were holding the post in pre-revised scale of Rs. 5500-9000 on regular basis on 1<sup>st</sup> January, 2006 will be enblock senior to those who were holding posts in the pre-revised scale of Rs. 5000-8000

Deputation:

(a) Officers holding the post of Stenographers under the Central Government;

(b) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years regular service in the Stenographers grade in the Pay Band-2 with Grade Pay of Rs. 4200 or equivalent in the parent cadre or department.

Note 1:

The departmental officers in the feeder category who are in 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.

## Note 2:

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 organization 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 application.

## Note 3:

For the purpose of appointment on deputation on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006 (the date from which he revised pay structure based on the Sixth Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one

				pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay Scale is normal replacement grade without any up-gradation.
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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
Group 'B' Departmental Promotion Committee (for considering Promotion) consisting of:- 1. Director or Deputy Secretary, Ministry of Corporate Affairs - Chairman 2. Under Secretary Ministry of Corporate Affairs – Member 3. Under Secretary Ministry of Corporate Affairs – Member (Representing Scheduled Caste and Scheduled Tribes)	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provision of the recruitment rules.