Government of India
Department of Atomic Energy

Anushakti Bhavan
CSM Marg
Mumbai-400 001

No. 20/1/2/99-CCS/393


OFFICE MEMORANDUM

Subject: Norms for the post of Principal Private Secretary
(Scale of pay Rs.10000-15200)

Reference is invited to this Department notification No. 20/1/2/99-CCS/302
dated 16.07.2001 regarding the Recruitment Rules for the post of Principal Private
Secretary in the scale of pay of Rs.10000-325-15200 in the Department.

2. In terms of the above referred notification, Private Secretaries and Senior
Personal Assistants in the scale of pay of Rs.6500-10,500 with 8 years regular service
in the grade eligible to be considered for promotion as Principal Private Secretary
in the scale of pay of Rs.10000-15200 in the Department. This Department vide
Office Memorandum No. 20/22(6)/2001-CCS/240 dated 17.05.2002, has since
redesignated the posts of Senior Personal Assistant in the scale of pay of Rs.6500-
10500 as Private Secretary (Non-Secretariat) in the same scale of pay and
introduced a new grade of Senior Private Secretary in the scale of Rs.7500-250-
12000 in the Non-Secretariat Offices under this Department. Considering these
aspects it has been decided by the competent authority to amend the norms for
promotion to the post of Principal Private Secretary (Rs.10000-1520.9) under this
Department as under:

(i) In column 11 regarding the method of recruitment, the existing entry will be
substituted with the following:
Promotion:

100% by selection from among the Senior Private Secretaries (Rs.7500-
12000), Private Secretaries (Rs.6500-10500) and Private Secretaries (Non-
Secretariat) (Rs. 6500-10500) in the Department, failing which on deputation.

(ii) In column 12 regarding the grades from which the promotion etc. will be
made, the existing entry will be substituted with the following:
Promotion:

(a) Senior Private Secretaries (Rs.7500-12000) in the Department with a regular service of 6 years in the grade OR

Senior Private Secretaries (Rs.7500-12000) in the Department with a combined regular service of 8 years in the grades of Rs.7500-12000 and Rs.6500-10500.

(b) Private Secretaries (Rs.6500-10500) and Private Secretaries (Non-Secretariat) (Rs. 6500-10500) in the Department with a regular service of 8 years 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. This order issued with the approval of the competent authority will come into force with immediate effect.

(Sobha Devi N.)

Under Secretary to the Government of India

1. All Heads of Units
2. All Officers/Sections in the Department.
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 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 (Principal Private Secretary) Recruitment Rules, 2001.

(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.
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 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/Scheduled Tribes, the Other Backward Class, the Ex-Serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Schedule**

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>No. of posts</th>
<th>Classification</th>
<th>Scale of pay (Rupees)</th>
<th>Whether Selection by merit or selection-cum-seniority or non-selection post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Private Secretary</td>
<td>3*</td>
<td>General Central Service, Group 'A' (Gazetted) (Ministerial)</td>
<td>Rs.10000-325-15200</td>
<td>Selection by merit</td>
</tr>
</tbody>
</table>

* (2000) Subject to variation depending on work load.
<table>
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<tr>
<th>No.</th>
<th>Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972</th>
<th>Age limit for direct recruits</th>
<th>Educational and other qualifications required for direct recruits</th>
</tr>
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<tbody>
<tr>
<td>6</td>
<td>Not applicable</td>
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<td></td>
</tr>
<tr>
<td>Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotoes</td>
<td>Period of probation, if any</td>
<td>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</td>
<td></td>
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<td>Not applicable</td>
<td>One year</td>
<td>Promotion 100% by selection from among the Private Secretaries (Rs.6500-10500) and Senior Personal Assistants (Rs.6500-10500) in the Department failing which on deputation.</td>
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In case of recruitment by promotion/deputation/absorption/grades from which promotional deputation/absorption to be made

<table>
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<tr>
<th>12</th>
<th>13</th>
<th>14</th>
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<tr>
<th>Promotion</th>
<th>Group 'A' Departmental Promotion Committee (for confirmation) :-</th>
<th>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.</th>
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<td>Private Secretary (Rs.6500-10500) and Senior Personal Assistants (Rs.6500-10500) in the Department with 8 years regular service in the grade</td>
<td>1. Additional Secretary, Department of Atomic Energy - Chairman</td>
<td></td>
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**Note:**

1. When the Departmental Promotion Committee meets before the 1st July, the relevant date for the purpose of eligibility will be 1st January and when it meets after 1st July such relevant date will be 1st July of the calendar year.

2. Where the junior officers who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed the minimum qualifying/eligibility period of service for consideration for promotion.
Deputation

Suitable officials from other Central Government Departments or Ministries holding analogous posts or posts in the scale of Rs.6500-10500 with 8 years regular service in the grade

Note: - The period of deputation/short term contract including the period of deputation/short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Govt. shall ordinarily not exceed three years but may be extended by one more year by the Department of Atomic Energy

(F.No.20/1/2/99-CCS) 302

(P.D. Siwal)
Deputy Secretary to the Government of India
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 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 (Principal Private Secretary) Recruitment Rules, 2001.
   (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.
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 (3) 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 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.
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Promotion

Private Secretary (Rs.6500-10500) and Senior Personal Assistants (Rs.6500-10500) in the Department with 8 years regular service in the grade

Group 'A' Departmental Promotion Committee (for confirmation) -

1. Additional Secretary, Department of Atomic Energy - Chairman
2. Joint Secretary, Department of Atomic Energy (incharge of unit concerned) - Member

Department of Atomic Energy is exempted from consultation with Union Public Service Commission vide order No.18/4/51-Esta(B), dated the 1st September 1958 of the Ministry of Home Affairs.

Note:

1. When the Departmental Promotion Committee meets before the 1st July, the relevant date for the purpose of eligibility will be 1st January and when it meets after 1st July such relevant date will be 1st July of the calendar year.

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भारत सरकार  
परमाणु ऊर्जा विभाग  

अणुशक्ति भवन  
छ.श.म. मार्ग  
मुंबई 400 001  

सं. 20/1/2/99-सीसीएस/2993  
अप्रैल 28, 2004  

कार्यालय ज्ञापन  

विषय : प्रधान निजी सचिव (बैठक मानक ₹10000-15200) के पद हेतु मानक  

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विभाग में ₹ 10000-325-15200 के बैठक में प्रधान निजी सचिव के पद हेतु भर्ती नियमों के अनुसार इस क्षण की दिनांक 16.07.2001 की अधिसूचना सं. 20/1/2/99-सीसीएस/302 की ओर ध्यान आकर्षित किया जाता है।  

2. उपरोक्त संदर्भित अधिसूचना के अनुसार बैठक में ₹ 6500-10,500 में 8 वर्षों की नियमित सेवा वाले निजी सचिवों एवं वरिष्ठ निजी सचिवों को विभाग में ₹ 10000-15200 के बैठक में प्रधान निजी सचिव के पद पर पदोन्नति हेतु पत्र मान्य नहीं होता है। इस विभाग के प्रति अपने दिनांक 17.05.2002 के काठामोजन के अनुसार ₹ 6500-10500 के बैठक में वरिष्ठ वेतनक्तक सहायक के पद को उसी बैठक में निजी सचिव (गैर-सचिवालय) के रूप में पुनःनियुक्त किया गया है और इस विभाग के तहत गैर-सचिवालय कार्यालय में ₹ 7500-250-12000 के बैठक में वरिष्ठ निजी सचिव के एक नये प्रेड का समावेश किया गया है। इन पहलूओं को ध्यान में रखते हुए भागीदार प्रधान सहूली द्वारा इस विभाग के तहत प्रधान निजी सचिव (₹10000-15200) के पद पर पदोन्नति हेतु मानकों के निम्नानुसार संशोधन का निर्णय लिया गया है:  

(i) भर्ती की पद्धति के संबंध में काल 11 में, वर्तमान प्रविष्टि को निम्नानुसार प्रतिष्ठापित किया जायेगा:
पदोन्नति:

विभाग में वरिष्ठ निजी सचिव (रु. 7500-12000), निजी सचिव (रु. 6500-10500) एवं निजी सचिव (गैर-सचिवालय) (रु. 6500-10500) में से 100% सैलेक्शन द्वारा तथा ऐसा न हो पाने पर प्रतिनियुक्ति द्वारा

(ii) जिन ग्रेडों से पदोन्नति आदि की जानी है, से संबंधित कालम 12 में वर्तमान प्रविष्टि की निमानुसार प्रतिस्थापित किया जाएगा:

पदोन्नति:

(क) विभाग में वरिष्ठ निजी सचिव (रु. 7500-12000) जिन्होंने संबंधित ग्रेड में 6 वर्ष की नियमित सेवा पूरी की हो अथवा
विभाग में वरिष्ठ निजी सचिव (रु. 7500-12000) जिन्होंने रु. 7500-12000 एवं रु. 6500-10500 के ग्रेड में 8 वर्ष की संयुक्त नियमित सेवा पूरी की हो
(ख) विभाग में निजी सचिव (रु. 6500-10500) एवं निजी सचिव (गैर-सचिवालय) (रु. 6500-10500) जिन्होंने संबंधित ग्रेड में 8 वर्ष की नियमित सेवा पूरी की हो

3. वर्तमान भर्ती नियमों में आवश्यक संशोधनों को समाविष्ट करने और उन्हें अनुच्छेद 309 के तहत अधिष्ठित करने हेतु कार्यवाह आलग से की जा रही है। यह आदेश सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है तथा यह तत्काल प्रभाव से लागू होगा।

श्रीमती देवी एन.
अवर सचिव, भारत सरकार

1. सभी भुगतान के प्रवध
2. पड़ोस के सभी अधिकारी/अनुभाग