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MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the 1st May 2001

S.R.O. **87** .- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Armed Forces Headquarters Civil Service Rules, 1968 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely: -

1. Short title and commencement. -

(1) These rules may be called the Armed Forces Headquarters Civil Service Rules, 2001.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) **Application:** These rules shall apply to the persons holding the posts in any of the grades specified in Schedule-I in Armed Forces Headquarters or Inter Service Organisations as shown in Schedule-II.

2. Definitions. -

In these rules, unless the context otherwise requires. -

a) **“appointing authority”** in relation to any grade means the authority empowered under the Central Civil Service (Classification, Control and Appeal) Rules, 1965 to make appointments to that grade:

(b) **“approved service”** in relation to any grade means:

i) in respect of an officer recruited directly to that grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of January of the year, following the year of the examination for which direct recruitment was held:

ii) in respect of an officer recruited to that grade through Departmental Examination, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of January of the year for which such examination was held:

iii) In respect of an officer recruited to that grade on the basis of length of service in the lower grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for being on leave or otherwise not being available to hold such post, from the first day of January of the year for which the recruitment was made:

Provided further that in respect of lists for promotion for panel years before commencement of these rules, approved service will count from 01 October of the year for which the panel is drawn.

c) **“direct recruit”** means a persons recruited to the grade of Assistant or the grade of Assistant Civilian Staff Officer on the basis of competitive examination held by the Staff Selection Commission or the Union Public Service Commission as the case may be, for the purpose:

d) **“duty post”** in relation to any grade means a post of that grade included in the service and shall, in relation to the grades of Senior Administrative Grade, Director and Senior Civilian Staff Officer/Joint Director, include the posts specified in Schedule-III; and any additional posts as may be sanctioned by the Government from time to time in the grade concerned.

e) **“eligible officer”** means an officer eligible to be considered for promotion to these posts of Senior Administrative Grade, Director, Senior Civilian Staff Officer/Joint Director, Civilian Staff Officer, Assistant Civilian Staff Officer or Assistants, as the case may be, in accordance with Rules 6 and 7 of these Rules, as on the 1st January of the year for which the Select List is to be prepared:

- f) **“field of selection”** means the list of eligible officers, arranged in the order of their seniority, from which selections shall be made for inclusion in the Select List:
- g) **“government”** means the Government of India:
- h) **“grade”** means any of the grades specified in Rule 3:
- i) **“long-term appointment”** means appointment for an indefinite period as distinguished from a purely temporary, or adhoc appointment like appointment against leave or other local vacancies or unfilled direct recruitment quota vacancies of a duration not exceeding one year.
- j) **“other backward classes”** means the castes/communities notified by the Govt. from time to time for the purpose of reservation in civil services and posts in the Govt. of India.
- k) **“permanent officer”** of the service means a person who has been confirmed in the entry grade:
- l) **“Schedule”** means a Schedule to these rules:
- m) **“Scheduled Castes”** and **“Scheduled Tribes”** shall have the same meaning as are assigned to them in clauses (24) and (25) respectively of Article 366 of the constitution of India:
- n) **“Rules”** means the Armed Forces Headquarters Civil Service Rules, 2001:
- o) **“Select List”** in relation to the grades of Senior Administrative Grade, Director, Senior Civilian Staff Officer/Joint Director, Civilian Staff Officer, Assistant Civilian Staff Officer or Assistant means the Select List prepared every year for promotion to the respective grades to fill the existing and anticipated vacancies likely to occur during the year and are decided to be filled by promotion:
- p) **“Service”** means the Armed Forces Headquarters Civil Service.
- q) **“temporary officer”** in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment or an officer appointed to a Grade who is yet to be removed from probation.

3. **Composition of the Service. -**

- 1) The Service shall comprise of the following six grades:
 - a) Senior Administrative Grade.
 - b) Director.
 - c) Senior Civilian Staff Officer/Joint Director.
 - d) Civilian Staff Officer.
 - e) Assistant Civilian Staff Officer.
 - f) Assistant.
- 2) The posts of Senior Administrative Grade, Director, Senior Civilian Staff Officer/Joint Director, Civilian Staff Officer shall be classified as Central Civil Service Group `A` Gazetted posts. The posts in the grade of Assistant Civilian Staff Officer shall be classified as Central Civil Service Group `B` Gazetted. The post in the grade of Assistant shall be classified as Central Civil Service Group `B`, Non-Gazetted, Ministerial.
- 3) All the posts in Selection Grade existing before commencement of these rules shall be deemed to have been converted into duty posts of the Grade of Senior Civilian Staff Officer of the Service.

4. **Authorised strength of the service and its review. -**

- 1) The duty posts included in various Grades of the Service, their numbers and the scale of the pay on the date of commencement of these rules shall be as specified in Schedule-I.
- 2) Notwithstanding anything contained in Sub-Rule (1), the Government may: -
 - (a) from time to time make temporary additions or alterations to the duty posts in various grades of the Service.
 - (b) In consultation with the Commission include in the Service such posts of the Armed Forces Headquarters and Inter Service Organisations as can be deemed to be equivalent to the posts included in the service in status, grade, pay scale and professional content or exclude from the Service a duty post already included in the Service: and

- (c) In consultation with the Commission, appoint an officer to a duty post included in the Service under Clause (b) to the appropriate grade in a temporary capacity or in a substantive capacity and fix his seniority in the grade after taking into account continuous regular service in the analogous grade.
5. **Members of the Service. -**
- (1) The following persons shall be the members of the Service: -
- (a) Persons appointed to duty posts under Rule 6; and
- (b) Persons appointed to duty posts under rule 7.
- (2) A person appointed under clause (a) of sub-rule (1) shall, on such appointment, be deemed to be the member of the Service in the appropriate grade applicable to him in Schedule-I and Schedule-II.
- (3) A person appointed under clause (b) of sub-rule (1) shall be the member of the Service in the appropriate grade applicable to him in Schedule I and Schedule II from the date of such appointment.
6. **Initial Constitution of Service. -**
- (1) All existing officers holding Group `A' and `B' duty posts on regular basis in the AFHQ Civil Service on the date of commencement of these rules shall be members of the Service in the respective grades.
- (2) The regular continuous service of officers referred to in sub-rule (i) before the commencement of these rules shall count for the purpose of probation, qualifying service for promotion, confirmation and pension in the service.
- (3) To the extent the cadre controlling authority is not able to fill authorized strength of various grades in accordance with the provisions of this rule, the same shall be filled in accordance with the provisions of rule 7 of these rules.
7. **Future Maintenance of the Service. -**
- (1) The vacant duty posts in any of the grades referred to in Schedule I after initial constitution under Rule 6, shall be filled in the manner provided in Schedule IV.
- (2) The selection of officers for promotion to posts in the Senior Administrative Grade, Director, Senior Civilian Staff Officer/Joint Director, shall be made by selection by merit from amongst officers of the next lower grade

having the minimum qualifying service as specified in Schedule IV. Promotion to the grade of Civilian Staff Officer, Assistant Civilian Staff Officer and Assistant shall be made by 'Selection-cum-Seniority' basis from amongst officers of the next lower grade having the minimum qualifying service as specified in Schedule IV.

(3) For the purpose of promotion to posts in the grades of Senior Administrative Grade, Director, Senior Civilian Staff Officer/Joint Director and Civilian Staff Officer the Select List shall be prepared in accordance with the general orders or instructions issued by the Government from time to time.

(4) For the purpose of promotion to posts in the grade of Assistant Civilian Staff Officers a select list shall be made in such number as the Government may determine, from time to time, keeping in view the existing and anticipated vacancies, and in equal proportion from;

(a) Assistants of the service who have rendered not less than eight years' approved service in the grade in the order of their seniority in that grade; and

(b) Assistants of the service and Stenographers Grade-II/Stenographers Grade 'C' of Armed Forces Headquarters Stenographers Service selected on the results of the Limited Departmental Competitive Examination held by the Commission for this purpose from time to time, in the order of their merit;

(5) Persons of the two categories being included in the select list by taking alternately one person from category (a) and other from category (b) and so on in that order. In case required number of selected persons are not available in category (b) above, to fill up the quota as prescribed in column-3 of Schedule-IV related to Assistant Civilian Staff Officer, the deficiency shall be made up from the persons falling in category (a).

(6) Every officer shall, unless he is on leave or otherwise not available for holding a duty post or for any other reason to be recorded in writing, be posted against a duty post of the appropriate Grade of the Service.

(7) Every duty post, unless declared to be excluded from the service or held in abeyance for any reason, shall ordinarily be held by an officer of the appropriate grade.

(8) An officer employed in any office of Armed Forces Headquarters and Inter Service Organisations specified in Schedule II, and eligible to be considered for promotion to any of the grades of the Service may be appointed to officiate in a temporary vacancy of specified or unspecified duration in that office, for a period not exceeding six months in the concerned grade if the select list for promotion to that grade is not available or an officer is not available for appointment to that grade or cannot, for any reason be appointed in such vacancy:

Provided that the aforesaid period of six months may, in exceptional cases and with the approval of the appointing authority, be extended for a specified period in the public interest.

Note: Officiating Promotions under sub-rule (8) shall be made on a centralized basis, or on the basis of grouping of offices in Armed Forces Headquarters and Inter Service Organisations, as may be decided by the Appointing Authority from time to time.

8. **Filling of Duty posts by Deputation. -**

Notwithstanding anything contained in rule 7, where the Government is of the opinion that it is necessary or expedient so to do, it may for reasons to be recorded in writing and in consultation with the Commission, fill a duty post in any grade by deputation for a period of three years, which can be extended in special circumstances up to five years. The qualification, experience and the eligibility service for appointment to any grade of the service under these rule shall be decided by the Government in consultation with the Commission on each occasion.

9. **Seniority. -**

1) The relative seniority of members of the Service on commencement of these rules shall be the relative seniority in their respective grades as determined before commencement of these rules:

Provided that if the seniority of any member of the Service had not been specifically determined before commencement of these rules, it shall be determined by the Government.

2) The seniority of persons appointed to various grades of the Service after commencement of these rules shall be determined in accordance with the general orders or instructions issued by the Government from time to time.

3) Relative seniority of direct recruits and promotees in the grade of Assistant Civilian Staff Officer and Assistant shall be determined in accordance with the general orders or instructions issued by the Government from time to time.

10(I) **Probation, confirmation or continuance of officers on probation. -**

1) Every person on appointment to the Grade of Civilian Staff Officer, Assistant Civilian Staff Officer, or to the Grade of Assistant of the Service shall be on probation for a period of two years;

Provided that the Appointing Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time:

Provided further that any decision for extension of probation period shall be taken ordinarily within eight weeks after expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

2) On completion of the probation or any extension thereof, officers shall, if considered fit, be confirmed in the grade, if not already confirmed in the entry Grade:

Provided that an officer shall continue to remain on probation, till such time specific orders for his removal from probation, or confirmation in the grade, as the case may be, are issued by the appointing authority.

3) If, during the period of probation or any extension thereof, as the case may be, appointing authority is of the opinion that an officer is not fit for permanent appointment, it may discharge or revert the officer to the post held by him prior to his appointment in the concerned Grade of the service, as the case may be.

4) During the period of probation, or any extension thereof, officers may be required to undergo such courses of training and instructions and to pass such

examinations and tests, as it may deem fit, as a condition to satisfactory completion of the probation.

5) For any other matter relating to probation, the members of the service shall be governed by the instructions issued by the Government in this regard from time to time.

II. Discharge or reversion of officers on probation. -

1) An officer appointed to the Grade of Assistant Civilian Staff Officer or Assistant of the Service who has no lien on any post under the Government or any State Government shall while on probation, be liable to be discharged from the Service at any time without notice, if:

i) On the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or

ii) On the receipt of any information relating to his nationality, age, health or antecedents or any other aspect relevant to his appointment, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

2) An officer appointed to the Grade of Assistant Civilian Staff Officer or Assistant of the Service who holds a lien on a post under the Govt. or any state Government may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

3) An officer appointed to the Grade of Assistant Civilian Staff Officer or Assistant of the Service who is not considered suitable for confirmation or continuance in the Grade during or at the end of the period of probation specified in sub-rule (1) of rule 10(I) or the extended period of probation, if any, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

4) A member of the Service, other than a direct recruit, on probation in any Grade who is not considered suitable for continuance in his Grade during or at the end of the period of probation specified in sub-rule (1) of Rule 10(I) or the extended period, if any, shall be reverted to the next lower Grade in the Service or

the Armed Forces Headquarters Stenographers' Service or the Armed Forces Headquarters Clerical Service, as the case may be.

11. **Appointment to the Service. -**

(1) All appointments of direct recruits in the grades of Assistant Civilian Staff Officer and Assistant of the Service shall be subject to the following conditions:

- i) Such enquiry as may be considered necessary by the Government to assess their suitability;
- ii) persons found to be free from any mental or physical defect, after such medical examination as the Government may prescribe, which is likely to interfere with the discharge of the duties of the Service.

12. **Liability to serve Defence Services or posts connected with Defence. -**

Any officer appointed to the service, if so required, shall be liable to serve in any Defence Service any where in India or post other than duty posts including the post in Ministry of Defence or Departments connected with the defence of India for a period of not less than four years. Officers of the service may also be required to serve in any other similar posts in Central Government Offices and undertakings as decided by the Government:

Provided that the liability to serve in any Defence Service of the country shall not be applicable after attaining the age of 50 years.

13. **Disqualification. -** (1) No person, -

- a) who has entered into or contracted a marriage with another 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 Service:

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 there are other grounds for so doing, exempt any person from the operation of this rule.

14. **Regulation of Pay. -**

1) The pay and increments of officers of various grades shall be regulated in accordance with the Fundamental Rules or other Rules relating to pay for the time being in force:

Provided that a direct recruit to the grade of Assistant who does not, within a period of two years from the date of his appointment to that grade, pass a type writing test held by the Staff Selection Commission or by the Department of Official Language, under the Hindi Teaching Scheme of that Department at the minimum speed prescribed for this purpose, shall not, unless exempted by a special or general order, be entitled to draw any further increment in the grade until he passes such test, and on his passing or being exempted from the test, his pay shall be refixed as if his increments had not been withheld under this proviso, but no arrears of pay shall be allowed for the period the increments had been withheld.

2) The pay of a direct recruit in a grade may, on his completing each year of probation to the satisfaction of appointing authority and passing the prescribed periodical tests, if any, be raised by one stage in the pay scale.

15. **Regulations. -**

The Government may make regulations not inconsistent with these rules to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

16. **Composition of Departmental Promotion Committee:**

The composition of Departmental Promotion Committee for various grades of the service shall be as shown in Schedule V.

17. **Residuary matters. -**

In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, the members of the service shall be governed by the rules, regulations and orders applicable to the Central Civil Service in general.

18. **Power to relax. -**

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons or posts:

Provided that, in relation to posts falling within the purview of the Union Public Service Commission, no order in respect of a class or category of persons or posts shall be made except after consultation with the Commission.

19. **Saving. -**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the 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.

20. **Interpretation. -**

If any question arises relating to the interpretation of these rules or the regulations or orders made or issued thereunder, the same shall be decided by the Government.

21. **Repeal and Savings. -**

The Armed Forces Headquarters Civil Service Rules, 1968, published in the notification of the govt. of India in the Ministry of Defence SRO No. 118 dated the 1st April, 1968, as amended from time to time, and regulations notified from time to time in pursuance of sub-rule (1) of Rule 12 of Armed Forces Headquarters Civil Service Rules, 1968, are hereby repealed;

Provided that any order made or action taken under the rules and regulations so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

22. **Overriding effect of the rules. -**

Any rules or orders in force immediately before commencement of these rules shall not apply to the extent they are inconsistent with or repugnant to these rules.

SCHEDULE-I
See Rule 4(1)

Authorised strength of the various Grades of the Armed Forces Headquarters Civil Service

| Grade with pay scale | | Authorised strength |
|----------------------|--|-----------------------------------|
| (i) | Senior Administrative Grade (Rs 18400-500-22400) | 2 |
| (ii) | Director (Rs 14300-400-18300) | 9 |
| (iii) | Senior Civilian Staff Officer/Joint Director (Rs 12000-375-16500) | 72 |
| (iv) | Civilian Staff Officer (Rs 10000-325-15200) | 253 |
| (v) | Assistant Civilian Staff Officer (Rs 6500-200-10500) | 683 |
| (vi) | Assistant (Rs 5500-175-9000) | 1709 (Including Leave Reserve) |

SCHEDULE-II

See Rule 1(3)

Names of the Headquarters and Inter Service Organisations to whom the Armed Forces Headquarters Civil Service Rules 2001 shall apply.

(a) Headquarters

1. Army Headquarters.
2. Naval Headquarters.
3. Air Headquarters.

(b) Inter Service Organisations of the Ministry of Defence:

1. Armed Forces Film and Photo Division.
2. Central Monitoring Organisation.
3. Defence Research and Development Organisation.
4. Advance Technology Vessel Project
5. Defence Procurement & Liaison Cell.
6. Directorate General of Defence Estates.
7. Directorate of Planning and Coordination.
8. Directorate of Public Relations, including Sainik Samachar.
9. Directorate of Standardisation.
10. Directorate of Technical Development and Production (Air).
11. Directorate General, Armed Forces Medical Services.
12. Directorate General of Quality Assurance.
13. Directorate General, National Cadet Corps.
14. Directorate General of Resettlement.
15. Disposal Liaison Cell.
16. Radar and Communication Project Office.
17. Ordnance Factories Cell.
18. History Division.
19. Kendriya Sainik Board.
20. Joint Cipher Bureau.

21. Ministry of Defence Distribution Section.
22. Ministry of Defence Library.
23. National Defence College.
24. Office of the Joint Secretary and Chief Administrative Officer.
25. School of Foreign Language.
26. Security Office.
27. Service Sports Control Board.
28. Military Wing (Ministry of Defence).

SCHEDULE-III

See Rule 2(d)

Duty posts in the Grades of Senior Administrative Grade, Director and Senior Civilian Staff Officer/Joint Director.

| Grade | Name of Office | No. of posts |
|--|---|---------------------|
| 1. Senior Administrative Grade (Rs 18400-500-22400) | (a) Adjutant General Branch (AG Coord.) Army Headquarters. | 1. |
| | (b) Director General of Quality Assurance, Ministry of Defence. | 1. |
| 2. Director (Rs 14300-400-18300) | (a) ARMY HEADQUARTERS | |
| | (i) Adjutant General Branch {AG Org(CP)} | 1. |
| | (ii) General Staff Branch (DGMT) | 1. |
| | (iii) Military Secretary Branch {MS(X)} | 1. |
| | (iv) Engineer-in-Chief Branch (Works Budget) | 1. |
| | (b) AIR HEADQUARTERS | |
| | (Directorate of Civilian Personnel) | 1. |
| | (c) NAVAL HEADQUARTERS | |
| | (Additional Directorate of Pension and Training) | 1. |
| | (d) Directorate General National Cadet Corps, Ministry of Defence | 1. |
| (e) Office of the Joint Secretary and Chief Administrative Officer, Ministry of Defence. | 2. | |
| 3. Senior Civilian Staff Officer/ Joint Director (Rs.12000-375-16500) | (a) ARMY HEADQUARTERS | |
| | (i) General Staff Branch: | |

| | |
|--|----|
| Addl. Dte. General Staff Duties | 3. |
| Addl.Dte. General Finance Planning | 1. |
| Addl.Dte. General Weapons and Equipment | 2. |
| Addl. Dte. General Systems | 1. |
| (ii) Adjutant General Branch | |
| AG Coord | 1. |
| Addl.Dte. General Organisation | 4. |
| Addl. Dte. General Personal Services | 3. |
| Addl. Dte. General Recruiting | 1. |
| Directorate General Medical Services (Army) | 2. |
| Addl. Dte. General Discipline & Vigilance. | 2. |
| (iii) Quarter Master General Branch | |
| QMG Coord. | 1. |
| Dte. General Supplies and Transport | 1. |
| Addl. Dte. General Movement | 1. |
| Military Farms Dte. | 1. |
| Addl. Dte. General Quartering | 2. |
| (iv) Master General Ordnance Branch | |
| MGO (Staff & Coord) | 1. |
| Dte General Ordnance Services | 1. |
| (v) Military Secretary Branch | 4. |
| (vi) Engineer-in-Chief Branch. | 2. |

(b) AIR HEADQUARTERS

- (i) Directorate of Personnel Civilians 2.
- (ii) Directorate of Personnel Officers 2.
- (iii) Directorate of Air Force Works 1.
- (iv) Financial Planning Directorate 1.
- (v) Dte. General Medical Services(Air) 1.
- (vi) Directorate of Accounts 1.
- (vii) Directorate of Pay, Pension and Regulations 1.
- (viii) Directorate of Signals (Air) 1.
- (ix) Directorate of Organisation

(c) NAVAL HEADQUARTERS

- (i) Directorate of Administration 1.
- (ii) Directorate of Personnel 2.
- (iii) Directorate of Civilian Personnel 2.
- (iv) Directorate of Pay and Allowances 1.
- (v) Addl. Dte. Of Pension and Training 1.

(d) INTER-SERVICE ORGANISATIONS

- (i) Directorate General of Quality Assurance 4.
- (ii) Directorate General Armed Forces Medical Services 1.
- (iii) Directorate General National Cadet Corps 2.
- (iv) Directorate General Resettlement 1.

- (v) Directorate of Standardisation 1.
- (vi) Office of the JS (Trg) and Chief Administrative Officer 6.
- (vii) Security Office 1.
- (viii) Defence Research and Development Organisation. 2.
- (ix) Headquarters Advance Technology Vessel Project. 2.

SCHEDULE-IV

See Rule 7(1)

Method of recruitment, field of promotion and minimum qualifying service in the next lower grade for appointment of officers by promotion to duty posts included in various grades of the AFHQ Civil Service

| Sl No | Grade/Scale of Pay | Method of Recruitment and Percentage of posts to be filled by various methods. | Feeder Grade/Field of selection and minimum Qualifying service for Promotion. |
|-------|--|--|--|
| 1 | 2 | 3 | 4 |
| 1. | Senior Administrative Grade (Rs 18400-500-22400) | Promotion (Selection by Merit) | Director with 3 years approved service in the grade. |
| 2. | Director (Rs 14300-400-18300) | Promotion (Selection by Merit) | Senior Civilian Staff Officer/ Joint Director with 5 years approved service in the grade including service, if any, in the erstwhile Selection Grade. |
| 3. | Senior Civilian Staff Officer/Joint Director (Rs 12000-375-16500) | Promotion (Selection by Merit) | Civilian Staff Officer with 5 years approved service in the grade. |
| 4. | Civilian Staff Officer (Rs 10000-325-15200) | Promotion (Selection-cum-Seniority) | Assistant Civilian Staff Officers with 8 years approved service in the grade. |

Note 1: The vacancies in the grade of Civilian Staff Officer decided to be filled by members of the Scheduled Castes and the Scheduled Tribes for which eligible officers are not available shall be filled on the results of a Limited Departmental Competitive Examination held by the Union Public Service Commission from

| 1 | 2 | 3 | 4 |
|--|---|---|---|
| 5. Assistant Civilian Staff Officer (Rs 6500-200-10500) | (i) 40% by Promotion (Selection-cum-Seniority) | (ii) 40% on the basis of a Limited Departmental Competitive Examination for Section Officers grade held by the Union Public Service Commission from time to time. The officers recommended by the Commission for appointment to the grade of Assistant Civilian Staff Officer shall be included in the select list referred to in sub-rule (4) of Rule 7 in the order of their merit. Provided that in case sufficient number of candidates are not available in a year to fill vacancies through Limited Departmental Competitive Examination, the deficiency in Select List shall be made up by including eligible candidates from amongst Assistants. | time to time. The officers recommended by the Commission for appointment to the grade of Civilian Staff Officer shall be included in the select list referred to in sub-rule (3) of Rule 7 in the order of their merit. (i) Assistants with 8 years approved service in the grade. (ii) Not less than 5 years approved and continuous service in the Assistant Grade of the Armed Forces Headquarters Service or in Grade-II/Grade `C` of the Armed Forces Headquarters Stenographers Service or in both as the case may be. Provided that in the case of a candidate who had been appointed to the Grades mentioned above on the Result of a Competitive Examination, such an Examination should have been held not less than 5 years before the crucial date and he should have rendered not less than 4 years approved service in that grade. |
| | | (iii) 20% by direct recruitment on the basis of Civil Service Examination conducted by Union Public Service Commission. | |

| 1 | 2 | 3 | 4 |
|------------------------------------|---|---|--|
| | | Provided that in case sufficient number of candidates are not available in a year to fill vacancies through direct recruitment the deficiency shall be carried forward to the subsequent year(s) and added to the vacancies falling to the quota of direct recruitment of that year. | |
| 6. Assistant (Rs 5500-175-9000) | | (i) 50% by Promotion (Selection-cum-Seniority) (ii) 50% by direct recruitment on the basis of the competitive examination conducted by Staff Selection Commission; Provided that in case sufficient number of candidates are not available in a year to fill vacancies through direct recruitment, the deficiency shall be made up by promotion. | Upper Division Clerks of Armed Forces Headquarters Clerical Service with 5 years approved service in the grade on seniority cum fitness basis. |

Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall 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 if prescribed.

Note 2: The procedure and conditions including Educational Qualifications for the competitive examinations including Limited Departmental Competitive Examination referred to in Note 1 under Column 4 relating to the grade of Civilian Staff Officer and under Column 3 clause (ii) and (iii) relating to the grade of Assistant Civilian Staff Officer and under column 3 clause (ii) relating to the grade of Assistant shall be as per the rules notified by the Government for the purpose from time to time.

SCHEDULE-V

See Rule 16

COMPOSITION OF THE DEPARTMENTAL PROMOTION COMMITTEE

1. Senior Administrative Grade

- | | | | |
|-----|--|---|----------|
| (1) | The Chairman/Member of the Union Public Service Commission. | - | Chairman |
| (2) | Additional Secretary, Ministry of Defence | - | Member |
| (3) | A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Lieutenant General and equivalent. | - | Member |

2. Director

- | | | | |
|-----|--|---|----------|
| (1) | The Chairman/Member of the Union Public Service Commission. | - | Chairman |
| (2) | Additional Secretary, Ministry of Defence. | - | Member |
| (3) | A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Lieutenant General and equivalent. | - | Member |
| (4) | Joint Secretary and Chief Administrative Officer, Ministry of Defence. | - | Member |

3. Senior Civilian Staff Officer/Joint Director and Civilian Staff Officer

- | | | | |
|-----|---|---|----------|
| (1) | The Chairman/Member of the Union Public Service Commission. | - | Chairman |
| (2) | Joint Secretary and Chief Administrative Officer, Ministry of Defence. | - | Member |
| (3) | A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Major General and equivalent. | - | Member |

4. **Assistant Civilian Staff Officer (for promotion/confirmation and also for confirmation to the Grade of Civilian Staff Officer)**

- (1) Joint Secretary and Chief Administrative Officer, Ministry of Defence. - Chairman.
- (2) A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Brigadier and equivalent or Director of Armed Forces Headquarters Civil Service. - Member

5. **Assistant**
(for Promotion/confirmation)

- (1) Deputy Chief Administrative Officer, Office of the Joint Secretary and Chief Administrative Officer, Ministry of Defence. - Chairman.
- (2) A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Senior Civilian Staff Officer of the Armed Forces Headquarters Civil Service or Colonel and equivalent. - Member

(NK Phukan)
Deputy Chief Administrative Officer
[File No. A/21403/CAO/R-II]

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(NK Phukan)
Deputy Chief Administrative Officer