

No. A-11018/1/2019-JCM  
Government of India  
Ministry of Statistics and Programme Implementation

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Sardar Patel Bhawan, Sansad Marg  
New Delhi, Dated: 07/09/2020

OFFICE MEMORANDUM

**Subject:** - Framing and revision of Recruitment Rules (RRs) for Group 'B' (Secretarial Cadre) posts in National Statistical Office (NSO), Field Operation Division (FOD) - Regarding

The undersigned is directed to upload the draft RRs for Group 'B' (Secretarial Cadre) posts of Senior Private Secretary, Private Secretary and Stenographer Grade - I in National Statistical Office (NSO), Field Operation Division (FOD), on the website of MoS&PI for 30 days seeking comments from all the stakeholders.

2. It is, therefore, requested that the comments, if any, on the same may be sent to the undersigned at email: [sanjaykumar.moca@nic.in](mailto:sanjaykumar.moca@nic.in) by 06.09.2020.



(Sanjay Kumar)

Under secretary to the Government of India

Tel: 011-23747356

To,

All Stakeholders

**Copy to:** Under Secretary, DIID / Computer Centre, East Block – 10, R. K. Puram, New Delhi with the request to upload this OM on the website of MoS&PI.

(1)	(2)	(3)	(4)	(5)
Name of Post	Number of Posts	Classification	Level in the Pay Matrix	Whether Selection Post or Non-selection Post
Senior Private Secretary	1* (2020)  *(Subject to variation dependent on workload)	General Central Service, Group 'B', Gazetted, Ministerial	Level – 8 (₹47600 - ₹151100)	Selection

(6)	(7)	(8)	(9)	(10)
Age limit for direct recruits	Educational & other qualifications required for direct recruits	Whether age & educational qualifications 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
Not Applicable	Not Applicable	Not Applicable	Not Applicable	By promotion failing which by deputation

(11)	(12)	(13)
In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
<b>Promotion:</b> Private Secretary in NSO (FOD) in Level – 7 in the Pay Matrix with two (02) years service in the grade rendered after appointment thereto on a regular basis or Stenographer Grade – I in NSO (FOD) in Level – 6 in the Pay Matrix with six (06) years service in the grade rendered after appointment thereto on a regular basis.	Group 'B' Departmental Promotion Committee (for considering promotion) –  1. Deputy Director General / Director, Field Operations Division National Statistical Office – Chairman	Consultation with Union Public Service Commission necessary for any relaxation or amendment of the provisions of the recruitment rules.

**Note-1:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would 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.

**Deputation:** Officers holding the post of Stenographer under the Central Government;

(i) holding a analogous posts on regular basis in parent cadre or department; **or**

(ii) with two (02) years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in Level - 7 (₹44900 - ₹142400) in the Pay Matrix or equivalent in the parent cadre or department.

**Note 1:** 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.

**Note 2:** Period of deputation including 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 (03) years**. The maximum age limit for appointment by deputation shall be **not exceeding fifty six (56) years** as on closing date of receipt of applications.

2. Deputy Secretary / Under Secretary, MOS&PI – Member

3. Deputy Director, Field Operations Division, National Statistical Office – Member

4. An Officer of the status of at least Under Secretary from the other Central Government Offices - Member

(1)	(2)	(3)	(4)	(5)
Name of Post	Number of Posts	Classification	Level in the Pay Matrix	Whether Selection Post or Non-selection Post
Private Secretary	14* (2020)  *(Subject to variation dependent on workload)	General Central Service, Group 'B', Gazetted, Ministerial	Level – 7 (₹44900 - ₹142400)	Selection

(6)	(7)	(8)	(9)	(10)
Age limit for direct recruits	Educational & other qualifications required for direct recruits	Whether age & educational qualifications 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
Not Applicable	Not Applicable	Not Applicable	Not Applicable	By promotion failing which by deputation

(11)	(12)	(13)
In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
<b>Promotion:</b> Stenographers Grade - I in NSO (FOD) in Level – 6 in the Pay Matrix with five (05) years service in the grade rendered after appointment thereto on a regular basis.	Group 'B' Departmental Promotion Committee (for considering promotion) – 1. Deputy Director General / Director, Field Operations Division National	Consultation with Union Public Service Commission necessary for any relaxation or amendment of the provisions

<p><b>Note1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would 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><b>Deputation:</b> Officers holding the post of Stenographer under the Central Government;</p> <p>(a)(i) holding analogous posts on regular basis in parent cadre or department; <b>or</b></p> <p>(ii) with five (05) years regular service in the Stenographer grade rendered after appointment thereto on regular basis in Level - 6 (Rs. 35400-112400) in the Pay Matrix or equivalent in the parent cadre or department.</p> <p><b>Note-1:</b> 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><b>Note-2:</b> Period of deputation including 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 <b>not exceed three (03) years</b>. The maximum age limit for appointment by deputation shall be <b>not exceeding fifty six (56) years</b> as on closing date of receipt of applications.</p>	<p>Statistical Office – Chairman</p> <p>2. Deputy Secretary / Under Secretary, MOS&amp;PI – Member</p> <p>3. Deputy Director, Field Operations Division, National Statistical Office – Member</p> <p>4. An Officer of the status of at least Under Secretary from the other Central Government Offices - Member</p>	<p>of the recruitment rules.</p>
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(1)	(2)	(3)	(4)	(5)
Name of Post	Number of Posts	Classification	Level in the Pay Matrix	Whether Selection Post or Non-selection Post
Stenographer Grade - I	26* (2020)  *(Subject to variation dependent on workload)	General Central Service, Group 'B', Non-Gazetted, Ministerial	Level – 6 (₹35400 - ₹112400)	Selection

(6)	(7)	(8)	(9)	(10)
Age limit for direct recruits	Educational & other qualifications required for direct recruits	Whether age & educational qualifications 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
Not Applicable	Not Applicable	Not Applicable	Two years for promotees	By promotion failing which by deputation

(11)	(12)	(13)
In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
<b>Promotion:</b> Stenographers Grade - II in NSO (FOD) in Level – 4 in the Pay Matrix with ten (10) years service in the grade rendered after appointment thereto on a regular basis.	Group 'B' Departmental Promotion Committee (for considering promotion) –  1. Deputy Director General / Director,	Consultation with Union Public Service Commission necessary for any relaxation or amendment of the provisions

<p><b>Note1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would 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><b>Deputation:</b> Officers holding the post of Stenographer under the Central Government;</p> <p>(i) holding analogous posts on regular basis in parent cadre or department; <b>or</b></p> <p>(ii) with ten (10) years regular service in the Stenographer grade rendered after appointment thereto on regular basis in Level - 4 (Rs. 25500-81100) in the Pay Matrix or equivalent in the parent cadre or department.</p> <p><b>Note-1:</b> 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><b>Note-2:</b> Period of deputation including 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 <b>not exceed three (03) years</b>. The maximum age limit for appointment by deputation shall be <b>not exceeding fifty six (56) years</b> as on closing date of receipt of applications.</p>	<p>Field Operations Division, National Statistical Office – Chairman</p> <p>2. Deputy Secretary / Under Secretary, MOS&amp;PI – Member</p> <p>3. Deputy Director, Field Operations Division, National Statistical Office – Member</p> <p>4. An Officer of the status of at least Under Secretary from the other Central Government Offices - Member</p>	<p>of the recruitment rules.</p>
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