

No.F.4/1/2024-Admn
Government of India
Ministry of Parliamentary Affairs

94, Samvidhan Sadan,
New Delhi.
Dated: 9th April, 2024

To

All the Officers/ Staff in the Ministry and other stakeholders.

Subject:-Framing/ Amendments of Recruitment Rules 2024 for various posts in the
Ministry of Parliamentary Affairs- Seeking Comments-reg.

Sir/ Madam,

I am directed to refer to the DoPT O.M. No.AB-14017/61/2008-Estt.(RR) dated 13.10.2015 and to put the proposal for framing/ Amendments of Recruitment Rules 2024 for the following posts in the Ministry of Parliamentary Affairs on the website of the Ministry for inviting comments/ suggestions of all the stakeholders including Officers/ staff in the Ministry:-

1. Deputy Secretary,
2. Under Secretary,
3. Principal Private Secretary,
4. Section Officer,
5. Private Secretary,
6. Assistant Section Officer,
7. Personal Assistant,
8. Stenographer Grade-D,
9. Senior Secretariat Assistant,
10. Junior Secretariat Assistant,
11. Multi-Tasking Staff,
12. Staff Car Drivers (Special Grade, Grade-I, Grade-II and Ordinary Grade).

All concerned are requested to furnish their comments/ suggestions in this regard, if any, within 30 days from the date of issue of this communication by email at mukesh.kumar.mopa@nic.in.



(Mukesh Kumar)

Deputy Secretary to the Government of India
Tele# 23034899

Enclosure: as above.

Copy to Shri Sanjeev, Senior Technical Director, NIC with the request to upload the said draft Recruitment Rules on the Ministry's website.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION
New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Deputy Secretary Recruitment Rules, 2010, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Deputy Secretary in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement - (1) These rules may be called the Ministry of Parliamentary Affairs, Deputy Secretary Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. Methods of recruitment, age limit and qualifications, etc., - The method of recruitment, age limit, qualifications and other matters relating to the said post shall be specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(a) who has entered into or contracted 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 personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
Deputy Secretary	* 03 (2024) *subject to variation dependent on workload.	General Central Service, Group 'A' Gazetted Ministerial	LEVEL-12 (Rs.78,800 to Rs.2,09,200)	Selection.	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
7	8	9
Not applicable	Not applicable	Not applicable

Method of requirement, whether by direct requirement or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of requirement by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made.
10	11
Promotion failing which by Deputation/ Absorption.	<p>Promotion:</p> <p>Under Secretary in LEVEL-11 (Rs.67,700 - 2,08,700) in the PAY MATRIX with five years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</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 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 alongwith their juniors who have completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings :-</p> <p>(a)(i) holding analogous post on regular basis in the parent Cadre/ Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-11 (Rs.67,700 – 2,08,700) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p>

	<p>(b) Possessing ten years' administrative experience including three years in Parliamentary or Legislative functions.</p> <p>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, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>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/ Department of the Central/ State/ Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Deputy Secretaries working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
<p align="center">If a Departmental Promotion Committee exists what is its composition</p>	<p align="center">Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.</p>
<p align="center">12</p>	<p align="center">13</p>
<p>Group 'A' Departmental Promotion Committee (for considering promotion):</p> <ol style="list-style-type: none"> 1. Chairman/ Member, Union Public Service Commission - Chairman 2. Secretary, Ministry of Parliamentary Affairs - Member 3. Additional Secretary/ Joint Secretary, Ministry of Parliamentary Affairs - Member <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	<p>Consultation with Union Public Service Commission necessary on each occasion, except as provided in UPSC (Exemption from Consultation) Regulations, 1958.</p>
<p align="right">[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 895(E), dated the 2nd November, 2010.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION

New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Under Secretary, Group 'A' Post Recruitment Rules, 2010, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Under Secretary in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement – (1) These rules may be called the Ministry of Parliamentary Affairs, Under Secretary, Group 'A' Post Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. Methods of recruitment, age limit and qualifications, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(c) who has entered into or contracted marriage with a person having a spouse living; OR

(d) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Under Secretary	*08 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'A' Gazetted Ministerial	LEVEL-11 (Rs.67,700 to 2,08,700)	Selection.	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Two years.

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Promotion failing which by Deputation/ Absorption.	<p>Promotion: Section Officer in LEVEL - 8 (Rs.47,600 - 1,51,100) in the PAY MATRIX with six years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</p> <p>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 for promotion to the next higher grade alongwith their juniors who have completed such qualifying/ eligibility service.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings :</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-8 (Rs.47600-151100) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p>

	<p>(b) Possessing five years' administrative experience including one year in Parliamentary or Legislative functions.</p> <p>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.</p> <p>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/Department of the Central/ State/ Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Under Secretaries working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
<p align="center">If a Departmental Promotion Committee exists what is its composition</p>	<p align="center">Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.</p>
<p align="center">(12)</p>	<p align="center">(13)</p>
<p>Group 'A' Departmental Promotion Committee (for considering promotion):</p> <ol style="list-style-type: none"> 1. Chairman/ Member, Union Public Service Commission - Chairman 2. Additional Secretary/ Joint Secretary, Ministry of Parliamentary Affairs - Member 3. Director (Admn.)/ Deputy Secretary (Admn.), Ministry Of Parliamentary Affairs - Member <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	<p>Consultation with Union Public Service Commission necessary on each occasion, except as provided in UPSC (Exemption from Consultation) Regulations, 1958.</p>
<p align="right">[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 896(E), dated the 2nd November, 2010.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION
New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Principal Private Secretary Recruitment Rules, 2010, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Principal Private Secretary in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement – (1) These rules may be called the Ministry of Parliamentary Affairs, Principal Private Secretary Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. Methods of recruitment, age limit and qualifications, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(e) who has entered into or contracted marriage with a person having a spouse living; OR

(f) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Principal Private Secretary	*2(2024) *subject to variation dependent on workload.	General Central Service, Group 'A' Gazetted Ministerial	LEVEL-11 (Rs.67,700 to 2,08,700)	Selection.	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
7	8	9
Not applicable	Not applicable	Two years.

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
10	11
Promotion failing which by Deputation/ Absorption	<p>Promotion:</p> <p>Private Secretary in LEVEL - 8 (Rs.47,600 - 1,51,100) in the PAY MATRIX with six years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</p> <p>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 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 alongwith their juniors who have completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>Officers under the Central/State/Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:-</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with six years' service in the grade rendered after</p>

	<p>appointment thereto on a regular basis in LEVEL-8 (Rs.47,600-1,51,100) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p> <p>(b) (i) possessing a speed of hundred words per minute in stenography (English/Hindi); and</p> <p>(ii) five years' experience of stenography (English/Hindi).</p> <p>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, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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/ Department of the Central/State/Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Principal Private Secretaries working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
12	13
<p>Group 'A' Departmental Promotion Committee (for considering promotion):</p> <p>1. Chairman/ Member, Union Public Service Commission - Chairman</p> <p>2. Additional Secretary/ Joint Secretary, Ministry of Parliamentary Affairs - Member</p> <p>3. Director (Admn.)/ Deputy Secretary (Admn.), Ministry Of Parliamentary Affairs - Member</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	<p>Consultation with Union Public Service Commission necessary on each occasion, except as provided in UPSC (Exemption from Consultation) Regulations, 1958.</p>
<p>[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 897(E), dated the 2nd November, 2010.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

NOTIFICATION
New Delhi, the 9th April, 2024

G.S.R- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Section Officer Recruitment Rules, 2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Section Officer in the Ministry of Parliamentary Affairs, namely:-

1. Short title and commencement -

(a) These rules may be called the Ministry of Parliamentary Affairs, Section Officer Recruitment Rules, 2024.

(b) 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 hereto.

3. Methods of recruitment, age limit and qualifications, etc. - The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(g) who has entered into or contracted marriage with a person having a spouse living; OR

(h) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Section Officer	*16 (2024) * Subject to variation dependent on workload.	General Central Service, Group 'B' Gazetted Ministerial.	(i) LEVEL- 8 (Rs.47,600 to 1,51,100). (ii) Non-Functional Selection Grade in LEVEL- 10 (Rs.56,100 to 1,77,500) on completion of four years regular service in the LEVEL-8.	Selection.	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Not applicable

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Promotion failing which by Deputation/ Absorption.	<p>Promotion: Assistant Section Officer in LEVEL-7 (Rs.44900-142400) in the PAY MATRIX with five years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</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 alongwith their juniors who have completed such qualifying/eligibility service.</p>

	<p>Note 2: Section Officers, who are granted Non-Functional Selection Grade in LEVEL- 10 (Rs.56,100 to 1,77,500) on completion of four years regular service in the LEVEL-8, will continue to remain in Group B (Gazetted) and their eligibility for promotion to the grade of Under Secretary will be reckoned on the basis of total period, spent in both the Levels of Section Officer, counted together.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-7 (Rs.44900-142400) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p> <p>(b)(i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) two years' experience in administrative or parliamentary function.</p> <p>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.</p> <p>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/Department of the Central/ State/ Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Section Officers working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
<p>If a Departmental Promotion Committee exists what is its composition</p>	<p>Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.</p>
<p>(12)</p>	<p>(13)</p>
<p>Group 'B' Departmental Promotion Committee (for considering promotion or confirmation): 1. Secretary, Ministry of Parliamentary Affairs - Chairman 2. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Member 3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member.</p>	<p>Not Applicable.</p>

<p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	
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<p>[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 75, dated the 27th February, 2002.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION

New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Private Secretary Recruitment Rules, 2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Private Secretary in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement – (1) These rules may be called the Ministry of Parliamentary Affairs, Private Secretary Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. Methods of recruitment, age limit and qualifications, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(i) who has entered into or contracted marriage with a person having a spouse living; OR

(j) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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.

7. Temporary upgradation of post- (i) All posts of First Personal Assistant and Assistant Private Secretary to the Minister for Parliamentary Affairs and First Personal Assistant to the Deputy Minister for Parliamentary Affairs shall form part of the grade of Private Secretary. However, all or any such post in the grade may be declared by the Ministry to be excluded from the grade, if it is necessary in the public interest for the time being to fill such a post or posts by persons other than an officer of the appropriate grade of the Stenographers service and shall remain excluded from the grade so long as such declaration remains in force.

(ii) If, and for so long as one or more posts of First Personal Assistant to the Minister for Parliamentary Affairs or Deputy Minister for Parliamentary Affairs or of the Assistant Private Secretary to the Minister for Parliamentary Affairs are filled by the appointment of persons other than the Officers of Stenographers service of the Ministry or by Officers of Stenographers service of the Ministry who are not approved for promotion to the grade of Private Secretary or if approved for promotion to that grade, are not due for such promotion, a corresponding number of posts in the grade of Personal Assistant may be temporarily upgraded to the grade of Private Secretary. Appointment against such temporarily upgraded posts shall be made on ad-hoc promotion basis from eligible officers in the grade of Personal Assistant.

SCHEDULE

Name of the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Private Secretary	*3(2024) * Subject to variation dependent on workload.	General Central Service, Group 'B' Gazetted Ministerial.	(i) LEVEL- 8 (Rs.47,600 to 1,51,100). (ii) Non-Functional Selection Grade in LEVEL- 10 (Rs.56,100 to 1,77,500) on completion of four years regular service in the LEVEL-8.	Selection.	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Two years.

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Promotion failing which by Deputation/ Absorption.	<p>Promotion: Personal Assistant in LEVEL-7 (Rs.44900-142400) in the PAY MATRIX with five years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</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 alongwith their juniors who have completed such qualifying/eligibility service.</p> <p>Note 2: Private Secretary, who are granted Non-Functional Selection Grade in LEVEL- 10 (Rs.56,100 to 1,77,500) on completion of four years regular service in the LEVEL-8, will continue to remain in Group B (Gazetted) and their eligibility for promotion to the grade of Principal Private Secretary will be reckoned on the basis of total period, spent in both the Levels of Private Secretary, counted together.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:-</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-7 (Rs.44900-142400) in the PAY MATRIX or equivalent in the parent cadre/Department; OR</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-6 (Rs.35400-112400) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p> <p>(b) (i) possessing a speed of hundred words per minute in stenography (English/Hindi); and</p>

	<p>(ii) three years' experience of stenography (English/Hindi).</p> <p>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.</p> <p>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/Department of the Central/ State/ Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Private Secretaries working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for considering promotion or confirmation):</p> <p>1. Secretary, Ministry of Parliamentary Affairs - Chairman</p> <p>2. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member.</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not Applicable.
<p>[F.No.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 26, dated the 8th January, 2002.

[To be published in Gazette of India, Part II, Section 3, Sub-Section (i)]

**MINISTRY OF PARLIAMENTARY AFFAIRS
NOTIFICATION**

New Delhi, the 9th April, 2024

G.S.R -In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Parliamentary Affairs Assistant Recruitment Rules, 2002, in so far as it relates to the post of Assistant Section Officer except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Section Officer in the Ministry of Parliamentary Affairs, namely:.

1. Short title and commencement-

(1) These rules may be called the Ministry of Parliamentary Affairs, Assistant Section Officer, Recruitment Rules, 2024.

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

2. Number of post, 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 hereto.

3. Methods of recruitment, age limit and qualifications, etc The method of recruitment, age limit, qualifications and other matters relating to the said post 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 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, for reasons to be recorded in writing in consultation with the Union Public Service Commission, relax any of the provision of these rules with respect to any class or category of persons.

6. Saving:- Nothing in these rules shall affects reservations, relaxation of age limit and other concessions required to be provided for the Scheduled castes, Schedule Tribes, Other Backward Classes, Ex-Servicemen and other special category of persons, in accordance with the orders issued by Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Assistant Section Officer	*32 (2024) * Subject to variation dependent on workload.	General Central Service, Group 'B' Non-Gazetted Ministerial.	LEVEL- 7 (Rs.44,900 to 1,42,400)	Selection.	20 to 30 years (Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Bachelor's Degree from a recognized University or equivalent Note 1: Candidates shall be required to pass Computer Proficiency Test (CPT) conducted by the Staff Selection Commission.	No	Two years for Direct Recruits and promotees.

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)

<p>(i) 10% by Promotion failing which by Deputation/ Absorption; and</p> <p>(ii) 90% by Direct Recruitment through Combined Graduate Level Open Competitive Examination conducted by the Staff Selection Commission.</p>	<p>Promotion: Senior Secretariat Assistant in LEVEL-4 (Rs.44900-142400) in the PAY MATRIX with five years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</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 alongwith their juniors who have completed such qualifying/eligibility service.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-6 (Rs.35400-112400) in the PAY MATRIX or equivalent in the parent cadre/Department; OR</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-5 (Rs.29200-92300) in the PAY MATRIX or equivalent in the parent cadre/Department; OR</p> <p>(iv) with ten years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-4 (Rs.25500-81100) in the PAY MATRIX or equivalent in the parent cadre/Department.</p> <p>(b) Possessing the educational qualifications as prescribed under column 7.</p> <p>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.</p> <p>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/Department of the Central/ State/ Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Assistant Section Officers working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for considering promotion or confirmation):</p> <p>1. Secretary, Ministry of Parliamentary Affairs - Chairman</p> <p>2. Director (Admn.)/ Deputy Secretary (Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not Applicable.
<p>[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 76, dated the 28th February, 2002.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION
New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Personal Assistant Recruitment Rules, 2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Personal Assistant in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement – (1) These rules may be called the Ministry of Parliamentary Affairs, Personal Assistant Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. Methods of recruitment, age limit and qualifications, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(k) who has entered into or contracted marriage with a person having a spouse living; OR

(l) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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.

7. Temporary upgradation of post- (i) All posts of Second Personal Assistant to the Minister for Parliamentary Affairs and the Deputy Minister for Parliamentary Affairs shall form part of the grade of Personal Assistant. However, all or any such post in the grade may be declared by the Ministry to be excluded from the grade of Personal Assistant, if it is necessary in the public interest for the time being to fill such a post by person other than an officer of the appropriate grade of the Stenographers' service and shall remain excluded from the grade so long as such declaration remains in force.

(ii) If, and for so long as one or more posts of Second Personal Assistant to the Minister for Parliamentary Affairs or Deputy Minister for Parliamentary Affairs are filled by appointment of persons other than the Officers of Stenographers service of the Ministry or by Officers of Stenographers service of the Ministry who are not approved for promotion to the grade of Personal Assistant or if approved for promotion to that grade, are not due for such promotion, a corresponding number of posts in the grade of Stenographer in the Ministry may be temporarily upgraded to the grade of Personal Assistant. Appointment against such temporarily upgraded posts shall be made on ad-hoc promotion basis from amongst eligible Stenographers in the Ministry.

SCHEDULE

Name of the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Personal Assistant	*6(2024) * Subject to variation dependent on workload.	General Central Service, Group 'B' Non-Gazetted Ministerial.	LEVEL- 7 (Rs.44,900 to 1,42,400)	Selection.	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Two years

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Promotion failing which by Deputation/ Absorption	<p>Promotion: Stenographer Grade 'D' in LEVEL-4 (Rs.25500-81100) in the PAY MATRIX with five years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</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 alongwith their juniors who have</p>

	<p>completed such qualifying/eligibility service.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-6 (Rs.35400-112400) in the PAY MATRIX or equivalent in the parent cadre/Department; OR</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-5 (Rs.29200-92300) in the PAY MATRIX or equivalent in the parent cadre/Department; OR</p> <p>(iv) with ten years' service in the grade rendered after appointment thereto on a regular basis in LEVEL-4 (Rs.25500-81100) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p> <p>(b) (i) possessing a speed of hundred words per minute in stenography (English/Hindi); and</p> <p>(ii) two years' experience of stenography (English/Hindi).</p> <p>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.</p> <p>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/Department of the Central/ State/ Union Territories Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Personal Assistants working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for considering promotion or confirmation):</p> <p>1. Secretary, Ministry of Parliamentary Affairs - Chairman</p> <p>2. Director (Admn.)/ Deputy Secretary (Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p>	Not Applicable.

Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.	
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[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 27, dated the 9th January, 2002.

[To be published in Gazette of India, Part II, Section 3, Sub-Section (i)]

MINISTRY OF PARLIAMENTARY AFFAIRS

NOTIFICATION

New Delhi, the 9th April, 2024

G.S.R - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Parliamentary Affairs Upper Division Clerk Recruitment Rules, 2013, in so far as it relates to the post of Senior Secretariat Assistant except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Senior Secretariat Assistant in the Ministry of Parliamentary Affairs, namely:.

1. **Short title and commencement** – (1) These rules may be called the Ministry of Parliamentary Affairs, Senior Secretariat Assistant, Recruitment Rules, 2024.

(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 hereto.

3. **Methods of recruitment, age limit and qualification, etc.** - The method of recruitment, age limit, qualifications and other matters relating to the said post 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 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 so, it may, by order, 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 Caste, the Schedule Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Senior Secretariat Assistant	*03 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non Gazetted Ministerial	LEVEL- 4 (Rs.25,500 to 81,100)	Non-Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
7	8	9
Not applicable	Not applicable	Not applicable

Method of requirement, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	In case of requirement by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
10	11
Promotion failing which by Deputation/ Absorption.	<p>Promotion: Junior Secretariat Assistant in LEVEL-2 (Rs.19900-63200) in the PAY MATRIX with eight years' regular service in the grade and have successfully completed two to four weeks training in relevant field or area as decided from time to time.</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 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 completed such qualifying/eligibility service.</p> <p>Deputation: Officers of the Central/State /Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:-</p> <p>(a)(i) holding analogous post on regular basis in the parent Cadre/ Department; or</p> <p>(ii) with eight years' service in the LEVEL-2 (Rs.19900-63200) in the PAY MATRIX or equivalent in the parent cadre/ Department.</p>

	<p>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, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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/ Department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Senior Secretariat Assistants working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
12	13
<p>Departmental Promotion Committee (for considering promotion):</p> <ol style="list-style-type: none"> 1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Chairman 2. Under Secretary(Admn.), Ministry of Parliamentary Affairs - Member 3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not applicable
<p>[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 344, dated the 23rd September, 2013.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION

New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Stenographer Grade 'D', 2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade 'D' in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement – (1) These rules may be called the Ministry of Parliamentary Affairs, Stenographer Grade 'D' Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. Methods of recruitment, age limit and qualifications, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications - No person,

(m) who has entered into or contracted marriage with a person having a spouse living; OR

(n) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Stenographer Grade 'D'	*6(2024) * Subject to variation dependent on workload.	General Central Service, Group 'C' Non-Gazetted Ministerial.	LEVEL- 4 (Rs.25,500 to 81,100)	Not Applicable	18 to 27 years (Relaxable for Government Servants upto the age of 40 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
(i) Passed 12 th standard or equivalent examination from a recognized Board or University (ii) Skill Test norms: Dictation: 10 minutes (English or Hindi) @ 80 words per minute Transcription on Computer: 50 minutes (English)/ 65 minutes (Hindi) Note: Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the Office irrespective of the medium of Skill Test of candidate during the examination.	Not Applicable	Two years

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Direct Recruitment through Stenographer Grade 'D' (Group 'C') Open Competitive Examination conducted by the Staff Selection Commission.	Not Applicable

If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Group ‘C’- Departmental Promotion Committee (for considering confirmation):</p> <ol style="list-style-type: none"> 1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Chairman 2. Under Secretary(Admn.), Ministry of Parliamentary Affairs - Member 3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not Applicable
[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 27, dated the 9th January, 2002.

[To be published in Gazette of India, Part II, Section 3, Sub-Section (i)]

MINISTRY OF PARLIAMENTARY AFFAIRS
NOTIFICATION

New Delhi, the 9th April, 2024

G.S.R - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Parliamentary Affairs Lower Division Clerk Recruitment Rules, 2013, in so far as it relates to the post of Junior Secretariat Assistant except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Junior Secretariat Assistant in the Ministry of Parliamentary Affairs, namely:-

1. **Short title and commencement** – (1) These rules may be called the Ministry of Parliamentary Affairs, Junior Secretariat Assistant, Recruitment Rules, 2024.

(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 hereto.

3. **Methods of recruitment, age limit and qualification, etc** - The method of recruitment, age limit, qualifications and other matters relating to the said post 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 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 so, it may, by order, 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 Caste, the Schedule Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Junior Secretariat Assistant	*07 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non Gazetted Ministerial	LEVEL- 2 (Rs.19,900 to Rs.63,200)	Non-Selection	18 to 27 years (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
(i) Passed 12th Standard or equivalent examination from a recognized Board or University or Institute. (ii) Skill Test on Computer : English Typing @35 w.p.m Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes)	Not applicable	Two years for Direct Recruits and promotees.

Method of requirement, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	In case of requirement by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
(10)	(11)
(i) 85% Promotion failing which by Deputation; and (ii) 15% Deputation/Absorption failing which by Direct Recruitment	Promotion : Multi-Tasking Staff in LEVEL-1 (Rs.18,000-56,900) in the PAY MATRIX with three years' regular service in the grade and possessing 12 th class pass qualification or equivalent from a recognized Board or University or Institution and have successfully completed two to four weeks training in relevant field or area as decided from time to time.

	<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 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 completed such qualifying/eligibility service.</p> <p>Note 2: Necessary training in computer applications will be imparted to promotees in the grade of Junior Secretariat Assistant.</p> <p>Deputation Officers of the Central/State /Union Territories Government/ Autonomous or Statutory Organizations/Public Sector Undertakings:-</p> <p>(a)(i) holding analogous post on regular basis in the parent Cadre/ Department; or</p> <p>(ii) with three years' service in the in LEVEL-1 (Rs.18000-56900) in the PAY MATRIX or equivalent in the parent cadre/Department and possessing 12th class pass qualification from a recognized Board or University or equivalent and having experience of clerical work and working on Computer.</p> <p>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, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>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/ Department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 3: Absorption: Junior Secretariat Assistants working on deputation basis may also be considered for absorption after completion of successful two years of service in the Ministry of Parliamentary Affairs subject to 'No Objection Certificate' from the cadre authority or the parent Department concerned.</p> <p>Note 4: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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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)
<p>Departmental Promotion Committee (for considering promotion or confirmation):</p> <p>1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn.), Ministry of Parliamentary Affairs - Chairman</p> <p>2. Under Secretary(Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p>	Not applicable

Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.

[F.NO.4/1/2024-Admn.]
MUKESH KUMAR, Deputy Secy.

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 76, dated the 28th February, 2013.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i)]

**GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS**

NOTIFICATION
New Delhi, the 9th April, 2024

G.S.R....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs, Multi-Tasking Staff Recruitment Rules, 2014, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi-Tasking Staff in the Ministry of Parliamentary Affairs, namely: -

1. Short title and commencement – (1) These rules may be called the Ministry of Parliamentary Affairs, Multi-Tasking Staff Recruitment Rules, 2024.

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

2. Number of posts, classification and Level in the Pay Matrix- The number of said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Methods of recruitment, age limit and qualifications, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualifications - No person,

(o) who has entered into or contracted marriage with a person having a spouse living; OR

(p) 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 person and the other party to the marriage and that there are other grounds for doing so, 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 to do so, 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Multi-Tasking Staff	*26 (2024) *Subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted, Non-Ministerial,	LEVEL-1 (Rs.18000-56900)	Not applicable	18 to 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Matriculation or equivalent examination passed from a recognized Board or Institution	Not applicable	Two years.

Method of requirement, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	In case of requirement by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
(10)	(11)
By Direct Recruitment on the basis of competitive examination conducted by the Staff Selection Commission.	Not applicable

If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)

<p>Group 'C' Departmental Promotion Committee (for considering confirmation):</p> <ol style="list-style-type: none"> 1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Chairman 2. Under Secretary(Admn.), Ministry of Parliamentary Affairs - Member 3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	<p>Not applicable</p>
<p>[F.NO.4/1/2024-Admn.] MUKESH KUMAR, Deputy Secy.</p>	

The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 289(E), dated the 23rd April, 2014.

[To be published in Gazette of India, Part II, Section 3, Sub-Section (i)]

MINISTRY OF PARLIAMENTARY AFFAIRS

NOTIFICATION

New Delhi, the 9th April, 2024

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Parliamentary Affairs Staff Car Driver (Grade I), Staff Car Driver(Grade-II), Staff Car Driver(Ordinary Grade) and Dispatch Rider (Group 'C' posts) Recruitment Rules, 2012, as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Staff Car Driver in the Ministry of Parliamentary Affairs, namely: -

1. **Short title and commencement** – (1) These rules may be called the Ministry of Parliamentary Affairs, Staff Car Driver (Special Grade), Staff Car Driver (Grade-I), Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade) Recruitment Rules, 2024.

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

2. **Number of posts, classification and Level in the Pay Matrix** – The number of the said posts, their classification and the Level of pay attached thereto shall be as specified in columns (2) to (4) of the schedule, annexed hereto.

3. **Methods of recruitment, age limit and qualifications, etc.** :- The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualifications** - No person,

(q) who has entered into or contracted marriage with a person having a spouse living; OR

(r) 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 person and the other party to the marriage and that there are other grounds for doing so, 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, for reasons to be recorded in writing, relax any of the provision 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, the Scheduled Tribes, Other Backward Classes, 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 the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Staff Car Driver (Special Grade)	*01 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial	LEVEL- 6 (Rs.35,400 to 1,12,400).	Non-Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Two years

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Promotion failing which by deputation.	<p>Promotion: Staff Car Driver (Grade-I) in LEVEL-5 (Rs.29,200-92,300) in the PAY MATRIX with three years' regular service in the grade and have successfully completed one to two weeks training in relevant field or area as decided from time to time.</p> <p>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 for promotion to the next higher grade alongwith their juniors who have completed such qualifying/ eligibility service.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with three years' service in the grade of Staff Car Driver (Grade-I) rendered after appointment thereto on a regular basis in LEVEL-5 (Rs.29200-92300) in the PAY MATRIX or equivalent in</p>

	<p>the parent cadre/Department.</p> <p>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.</p> <p>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/Department shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for considering promotion or confirmation):</p> <p>1. Secretary, Ministry of Parliamentary Affairs - Chairman</p> <p>2. Director (Admn.)/ Deputy Secretary (Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not Applicable.

Name of the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
2. Staff Car Driver (Grade-I)	*03 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	LEVEL- 5 (Rs.29,200 to 92,300).	Non-Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Not applicable

Method of recruitment, whether by direct recruitment or by promotion or by	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
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deputation/ absorption and percentage of the posts to be filled by various methods	
(10)	(11)
Promotion failing which by deputation.	<p>Promotion: Staff Car Driver (Grade-II) in LEVEL-4 (Rs.25,500-81,100) in the PAY MATRIX with five years' regular service in the grade OR with a combined service of 13 years as Staff Car Driver (Grade-II) in LEVEL-4 (Rs.25,500-81,100) and Staff Car Driver (Ordinary Grade) in LEVEL-2 (Rs.19,900-63,200) and have passed the trade test, specified by the Government and have sound technical knowledge of motor mechanism for carrying out minor repairs of the Staff Cars and have successfully completed one to two weeks training in relevant field or area as decided from time to time.</p> <p>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 for promotion to the next higher grade alongwith their juniors who have completed such qualifying/ eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in LEVEL-2 (Rs.19,900-63,200) either as Dispatch Rider or Staff Car Driver (Ordinary Grade) shall be deemed to be service rendered as Staff Car Driver (Ordinary Grade) from the initial date of appointment in the corresponding Pay Level on regular basis.</p> <p>Deputation: Officers under the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:</p> <p>(a) (i) holding analogous post on regular basis in the parent Cadre/ Department; OR</p> <p>(ii) with five years' service in the grade of Staff Car Driver (Grade-II) rendered after appointment thereto on a regular basis in LEVEL-4 (Rs.25500-81100) in the PAY MATRIX or equivalent in the parent cadre/Department.</p> <p>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.</p> <p>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/Department shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall</p>

	be 'Not exceeding 56 years' as on the closing date of receipt of applications.
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Departmental Promotion Committee:-</p> <p>1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Chairman</p> <p>2. Under Secretary (Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not Applicable

Name of the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
3. Staff Car Driver (Grade-II)	*03 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted Non-Ministerial	LEVEL- 4 (Rs.25,500 to 81,100).	Non-Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
Not applicable	Not applicable	Not applicable

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
Promotion failing which by deputation.	<p>Promotion: Staff Car Driver (Ordinary Grade) in LEVEL-2 (Rs.19,900-63,200) in the PAY MATRIX with eight years' regular service in the grade and have passed the trade test, specified by the Government and have sound technical knowledge of motor mechanism for carrying out minor repairs of the Staff Cars and have successfully completed one to two weeks training in relevant field or area as decided from time to</p>

	<p>time.</p> <p>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 for promotion to the next higher grade alongwith their juniors who have completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in LEVEL-2 (Rs.19,900-63,200) either as Dispatch Rider or Staff Car Driver (Ordinary Grade) shall be deemed to be service rendered as Staff Car Driver (Ordinary Grade) from the initial date of appointment in the corresponding Pay Level on regular basis.</p> <p>Deputation Officers of the Central/ State/ Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings:</p> <p style="padding-left: 40px;">(a)(i) holding analogous post on regular basis in the parent Cadre/ Department; or</p> <p style="padding-left: 40px;">(ii) with eight years' service in the Staff Car Driver (Ordinary Grade) rendered after appointment thereto on a regular basis in LEVEL-2 (Rs.19,900-63,200) in the PAY MATRIX or equivalent in the parent cadre/Department; and</p> <p style="padding-left: 40px;">(b) Possessing the following qualifications, namely:</p> <p style="padding-left: 40px;">(i) valid driving license for motor cars;</p> <p style="padding-left: 40px;">(ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); and</p> <p style="padding-left: 40px;">(iii) 10th standard pass or equivalent from a recognised Board or Institution</p> <p>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.</p> <p>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/Department shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted
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(12)	in making recruitment. (13)
<p>Departmental Promotion Committee:-</p> <p>1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Chairman</p> <p>2. Under Secretary(Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	Not Applicable

Name of the post	Number of posts	Classification	LEVEL in the PAY MATRIX	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
4. Staff Car Driver (Ordinary Grade)	*03 (2024) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted Non-Ministerial	LEVEL-2 (Rs.19900-63200)	Not Applicable	<p>Between 18 to 25 years</p> <p>(Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p> <p>Note 2: If the 'direct</p>

					recruitment' is to be made by 'direct open competitive examination', the age limit would be 18-27 years.
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
<p>Essential;</p> <p>(i) Pass in 10th standard or equivalent from a recognized Board or Institution;</p> <p>(ii) Possession of a valid driving license for motor cars;</p> <p>(iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);</p> <p>(iv) Experience of driving a motor car for at least 3 years; and</p> <p>(v) Qualifying the prescribed Trade Test</p> <p>Desirable: Three years' service as Agniveers/ Home Guards/ Civil Volunteers.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	Not applicable	Two Years for direct recruits or re-employed

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.
(10)	(11)
<p>Deputation/ absorption failing which by direct recruitment.</p> <p>For Armed Forces Personnel: Deputation/ Re-employment.</p>	<p>Deputation/ Absorption :</p> <p>From amongst the regular Group-C employees in PAY LEVEL-1 (Rs.18,000-56,900) in the Ministry of Parliamentary Affairs with three years regular service in the grade who possess valid driving license for Motor Cars subject to the passing of a Driving Test to assess the competence to drive Motor Cars and have successfully completed one to two weeks training in relevant field or area as decided from time to time, failing which from officials holding the post of Dispatch Rider or Staff Car Driver (Ordinary Grade) in LEVEL-2 (Rs.19,900-63,200) on regular basis or regular Group-C</p>

	<p>employees in PAY LEVEL-1 (Rs.18,000-56,900) in other Ministries/ Departments of the Central/ State/Union Territories Government/ Autonomous or Statutory Organizations/ Public Sector Undertakings with three years regular service in the grade, who fulfill the essential qualifications as mentioned in column 7.</p> <p>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 for promotion to the next higher grade alongwith their juniors who have completed such qualifying/ eligibility service.</p> <p>Note 2: Appointment to, one of the post of Staff Car Driver (Ordinary Grade), being part of the personal staff of the Minister of Parliamentary Affairs, shall be made at the sole discretion of the Hon'ble Minister.</p> <p>For Armed Forces Personnel: Deputation/ Re-employment</p> <p>The Armed Forces Personnel, due to retire or who are to be transferred to reserve with in a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commissions is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee:- (for considering confirmation):</p> <p>1. Additional Secretary/ Joint Secretary OR Director (Admn.)/ Deputy Secretary (Admn), Ministry of Parliamentary Affairs - Chairman</p> <p>2. Under Secretary(Admn.), Ministry of Parliamentary Affairs - Member</p> <p>3. Nominee of other Ministry/ Department of the rank of Under Secretary or above - Member</p> <p>Note: Where none of the members at S. No.1 to 3 above belongs</p>	Not Applicable

to the Scheduled Castes or Scheduled Tribes, a Group-A officer from either within the Ministry or outside belonging to the Scheduled Castes or Scheduled Tribes, shall also be associated as a member of the Departmental Promotion Committee.	
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	[F.NO.F.4/1/2024-Admn] MUKESH KUMAR, Deputy Secy.
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The Principal rules were published *vide* notification number G.S.R. 1850, dated the 29th November, 1963 in the Gazette of India, Part-II, section-3, Sub-Section (i) dated the 2nd December, 1963 and was last amended *vide* notification number G.S.R. 145, dated the 8th June, 2012.