

भारत सरकार
रक्षा मंत्रालय
आयुध निर्माणा बोर्ड, आयुध भवन
10-A, शहीद खुदीराम बोस रोड,
कोलकाता - 700 001
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ORDNANCE FACTORY BOARD
AYUDH BHAVAN
10A, SHAHEED KHUDIRAM BOSE ROAD
KOLKATA - 700 001



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सब पत्र व्यवहार सचिव के नाम करे किसी अधिकारी के नाम नही
All correspondence should be addressed to the
Secretary and not to any officer by name

No. 684/PA&STENO/SRO/PER/NI

Dt. 14.02.2019

To,
All Stakeholders

Sub : Seeking comments on the SRO amendment proposal in respect of the posts of Personal Assistant & Stenographer in Ordnance Factories - reg.

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Please find enclosed a copy of a comprehensive draft SRO amendment proposal in respect of the posts of Personal Assistant & Stenographer in Ordnance Factories.

02. In this regard, it is stated that as per directives of MoD & in terms of the existing guidelines of DoPT regarding framing/amendment of recruitment rules, a comprehensive draft SRO amendment proposal has been prepared & now it is requested to kindly offer your views/comments on the same (if any) on or before 15.03.2019 in order to enable OFB to further examine the same to incorporate any modifications in the draft RR as deemed necessary by the competent authority, prior to forwarding the same eventually to MoD for necessary approval please.

Encl. a/a

[H K Paikra]
Director/IR

For DIRECTOR GENERAL, ORDNANCE FACTORIES

[To be published in the Gazette of India, Part - II, Section 4]

Government of India
Ministry of Defence
Notification

New Delhi, the_____, 2019.

SRO - In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the ordnance Factories Group 'B' and Group 'C' Stenographer, Non-Industrial Employee and Gazetted Cadre (recruitment and conditions of service) rules, 2007, except as respect 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 Defence, Ordnance and Ordnance Equipment Factories and other offices and establishments under the Ordnance Factories Organisation, except the Ordnance Factory Board Head Quarter Establishment, namely :-

1. **Short title and commencement.** - (1) These Rules may be called the Ministry of Defence, Ordnance and Ordnance Equipment Factories, Personal Assistant, Group 'B', (Non-Gazetted post) Recruitment Rules, 2019.

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

2. **Application** - These rules shall apply to the post specified in column (1) of the Schedule annexed to these rules.

3. **Number of posts, their classification and the level in the pay matrix** .- The number of the said posts, their classification, level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age - limit, 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.

5. **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 any of the said posts :

Provided that the Central Government may, if satisfied that the marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

6. **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 Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving** .- Nothing in these rules shall affect reservation, 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. (1)	Number of post. (2)	Classification. (3)	
Personal Assistant	253* (2019) * Subject to variation dependent on workload.	General Central Service, Group 'B' Non-Gazetted, Ministerial.	
Level in the Pay Matrix (4)	Whether selection post or non-selection post. (5)	Age limit for direct recruits. (6)	
LEVEL - 6 in the PAY MATRIX (₹35400-112400)	Selection.	Not exceeding 30 years (Relaxable for Government Servants upto forty 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 recruiting agency.	
Educational and other qualification required for direct recruits. (7)	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes. (8)	Period of probation, if any. (9)	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods. (10)
<p>Essential Qualifications:</p> <p>(i) 12th Class pass or equivalent from a recognised Board or University</p> <p>(ii) Skill test Norms Dictation: 10 minutes @ 100 words per minute Transcription: 40 minutes (English) 55 minutes (Hindi) (on computer)</p> <p>Note 1: Qualifications are relaxable at the discretion of the recruiting agency, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experience is relaxable at the discretion of the recruiting agency, for reasons to be recorded in writing, in case of candidates belonging to the scheduled castes or scheduled tribes, if at any stage of selection the recruiting agency is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	Not applicable	Two years.	<p>(i) 75% by Promotion failing which by Deputation including Short-term contract</p> <p>(ii) 25% by Direct Recruitment</p>
In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.		Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

(11)	(12)	(13)
<p><u>By Promotion:</u> From Stenographer in Level - 4 in the Pay Matrix (₹25500 - 81100) with 10 years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendation.</p> <p><u>By Deputation:</u> (including short-term contract)</p> <p>Officers holding the post of Stenographer under the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or Institute of Research Institution</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the post of Stenographer Grade rendered after appointment thereto on a regular basis in the Level 4 (₹25500-81100) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the educational qualification prescribed for direct recruits 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>Departmental Promotion Committee (considering for promotion) consisting of :-</p> <ol style="list-style-type: none"> 1. Additional General Manager - Chairman 2. Joint General Manager or Deputy General Manager - Member 3. Deputy General Manager or Works Manager - Member. <p>Departmental Confirmation Committee (considering for completion of probation & confirmation) consisting of :-</p> <ol style="list-style-type: none"> 1. Additional General Manager - Chairman 2. Joint General Manager or Deputy General Manager - Member 3. Deputy General Manager or Works Manager - Member. 	<p>Consultation with Union Public Service Commission is not necessary.</p>

<p>Note 2: Period of deputation (including short-term contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation (including short-term contract) shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised pay scale into one grade with a common pay or pay scale and where this benefit will extend only for the post(s) for which that level in pay matrix or pay scale is the normal replacement grade without any up-gradation.</p>		
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Note : For the direct recruits, the successful completion of probation & confirmation is subject to completion of mandatory induction training programme as prescribed by Ordnance Factory Board, Kolkata, time to time.

[No]

(Sanjay Rawat)
Under Secretary to the Government of India

[To be published in the Gazette of India, Part - II, Section 4]

Government of India
Ministry of Defence

Notification

New Delhi, the_____, 2019.

SRO - In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the ordnance Factories Group 'B' and Group 'C' Stenographer, Non-Industrial Employee and Gazetted Cadre (recruitment and conditions of service) rules, 2007, except as respect 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 in the Ministry of Defence, Ordnance and Ordnance Equipment Factories and other offices and establishments under the Ordnance Factories Organisation, except the Ordnance Factory Board Head Quarter Establishment, namely :-

1. **Short title and commencement.** - (1) These Rules may be called the Ministry of Defence, Ordnance and Ordnance Equipment Factories, Stenographer, Group 'C', (Non-Gazetted post) Recruitment Rules, 2019.

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

2. **Application** - These rules shall apply to the post specified in column (1) of the Schedule annexed to these rules.

3. **Number of posts, their classification and the level in the pay matrix** .- The number of the said posts, their classification, level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age - limit, 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.

5. **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 any of the said posts :

Provided that the Central Government may, if satisfied that the marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

6. **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 Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving** .- Nothing in these rules shall affect reservation, 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. (1)	Number of post. (2)	Classification. (3)	
Stenographer	370* (2019) * Subject to variation dependent on workload.	General Central Service, Group 'C' Non-Gazetted, Ministerial.	
Level in the Pay Matrix (4)	Whether selection post or non-selection post. (5)	Age limit for direct recruits. (6)	
Level - 4 in the Pay Matrix (Rs.25500 - 81100)	Not applicable	18 - 27 years (Relaxable for Government Servants upto forty years in accordance with the instruction or order issued by the Central Government). Note - The crucial date for determining the age-limit shall be as advertised by the recruiting agency.	
Educational and other qualification required for direct recruits. (7)	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes. (8)	Period of probation, if any. (9)	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods. (10)
Essential Qualifications: (i) 12 th Class pass or equivalent from a recognised Board or University (ii) Skill test Norms <u>Dictation:</u> 10 minutes @ 80 words per minute <u>Transcription:</u> 50 minutes (English) 65 minutes (Hindi) (on computer)	Not applicable	Two years	100% by Direct Recruitment Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or may be filled on deputation from the officials of the central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col.8
In case of recruitment by promotion or deputation/absorption, grade from which promotion or deputation/absorption to be made. (11)	If a Departmental Promotion Committee exists, what is its composition. (12)	Circumstances in which Union Public Service Commission is to be consulted in making recruitment. (13)	
Not applicable	Group 'C' Departmental Confirmation Committee (considering for confirmation) consisting of :- 1. Additional General Manager - Chairman 2. Joint General Manager or Deputy General Manager - Member 3. Deputy General Manager or Works Manager - Member.	Consultation with Union Public Service Commission is not necessary.	

Note : Successful completion of probation & confirmation is subject to completion of mandatory induction training programme as prescribed by Ordnance Factory Board, Kolkata, time to time.

[No]

(Sanjay Rawat)

Under Secretary to the Government of India