

TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 4)

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the

2018

SRO - In the exercise of the powers conferred by the proviso to article 309 of the constitution, and in partial supersession of the Military Engineer Services (Office Superintendent) Recruitment Rules, 1999, 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 Administrative Officer in the Military Engineer Service, namely:-

1. **Short title and commencement:-** (1) These rules may be called the Ministry of Defence Military Engineer Services (Assistant Administrative Officer) Recruitment Rules, 2018.

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

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

3. **Method of Recruitment, age limit and other qualification etc.-** The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in Columns (5) to (13) of the Schedule aforesaid.

4. **Disqualification.-** No person,-

(a) who have 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 said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and 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 of relax.-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Savings.** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward Classes, 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 Post	Number of post	Classification	Pay matrix level	Whether Selection or non-selection post
1.	2.	3.	4.	5.
Assistant Administrative Officer	1721*(2018) * Subject to variation dependent on work load	General Central Service, Group 'B', Non- Gazetted, Ministerial	Level – 06 (₹ 35400 – 112400)	Non Selection.

Age limit for direct recruits.	Education and other qualification required for direct recruitment.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Period of probation if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.
6.	7.	8.	9.	10.
Not applicable	Not applicable	Not applicable	Not applicable	100% by promotion



In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	If a Departmental Promotion/ Confirmation Committee exists what is it's composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
11.	12.	13.
<p>Promotion: Senior Administrative Assistant in Level-4 (₹25500-81100) with minimum Ten 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 alongwith 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 1.1.2016, the date from which the revised pay structure based on 7th CPC recommendations has been extended, shall be deemed to service rendered in the corresponding pay matrix level extended based on the recommendations of the Pay Commission.</p>	<p>Group 'C' Departmental Promotion Committee consisting of.-</p> <p>(i) Director General (Personnel), - Chairman</p> <p>(ii) Joint Director General (Pers) or Deputy Director General (Pers) - Member</p> <p>(iii) Deputy Director or Under Secretary, - Member</p> <p>Group 'C' Departmental Confirmation Committee consisting of.-</p> <p>(i) Director General (Personnel), - Chairman</p> <p>(ii) Joint Director General (Pers) or Deputy Director General (Pers) - Member</p> <p>(iii) Deputy Director or Under Secretary, - Member</p>	<p>Consultation with Union Public Service Commission is not necessary.</p>

CC-II.B/75015/RRs/Amdt/OS/CSCC

(Biswajit Guha)
Under Secretary to the Government of India

Authenticated

(SP Singh, IDSE)
Director (Pers)/CSCC

Publish

(Biswajit Guha)
Under Secretary to the Government of India

Annexure-III

1. (a) Name of post : Assistant Administrative Officer
 (b) Name of Ministry/Department : Ministry of Defence/ Military Engineer Services
2. Reference No. in which Commission's advice on recruitment rules was conveyed : Nil
3. Date of Notification of original rules and subsequent amendments (copies of the original rules and subsequent amendment should be enclosed, duly flagged) : Original rules were published vide Ministry of Defence Notification SRO No 198 dt 20 Dec 1999.

<u>Col No.</u>	<u>Provisions in the approved rule</u>	<u>Revised provision proposed</u>	<u>Reason for the revision</u>
1.	Office Superintendent	Assistant Administrative Officer	Nomenclature changed vide E-in-C's Br. Letter No. B/75002/1/Gen/Adm Cadre/Union/ CSCC dated 07 Mar 2017.
2	149 (1999) subject to variation dependent on work load	1721*(2018) * Subject to variation dependent on work load	Increase post have been taken from cadre review MoD letter No. 6(13/2003/D (Works-II) dated 17 Feb 2016.
3.	General Central Service, Group 'B', Non- Gazetted, Ministerial	General Central Service, Group 'B', Non- Gazetted, Ministerial	No Change
4.	Rs.5500-175-9000	Level – 06 (₹ 35400 – 112400)	Pay matrix has been changed as per 7 th CPC
5.	Non Selection	Non Selection	No Change
6.	Not applicable	Not applicable	No Change
7.	Not applicable	Not applicable	Column deleted from the Schedule as per DoP&T order
8. Now at Col 7	Not applicable	Not applicable	No Change



9 Now at Col No. 8	Not applicable	Not applicable	No Change
10. Now at Col No. 9	Not applicable	Not applicable	No Change
11. Now at Col No. 10	Promotion	100% by promotion	No Change
12. Now at Col No. 11	<p>By promotion: Assistants with minimum three years regular service in the grade.</p> <p>Note1: The suitability of the regular holder of the post of Office Superintendent Grade I (Since Redesigned as Office Superintendent) in the Pre-revised scale of Rs. 1600-2660 prior to upgradation of this post in the scale of Rs.5500-9000 (Revised) will be initially assessed by the Departmental Promotion Committee for appointment to the upgraded post. If assessed "suitable" He/they shall be deemed to have been appointed to the post at the initial constitution. If assessed 'Not Suitable' for appointment to the upgraded scale of pay, He/they shall continue to be in the revised scale of Rs.5000-8000 and his/their case would be reviewed every year.</p>	<p>Promotion: Senior Administrative Assistant in Level-4 (₹25500-81100) with minimum Ten 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 1.1.2016, the date from which the revised pay structure based on 7th CPC recommendations has been extended, shall be deemed to service rendered in the corresponding pay matrix level extended based on the recommendations of the Pay Commission.</p>	



13. Now at Col 12.	<p><u>Group 'B' Departmental Promotion Committee consisting of:-</u></p> <p>(1) Additional Director General, Engineer-in-Chief's Branch - Chairman.</p> <p>(2) Deputy Director General, Engineer-in-Chief's Branch – Member,</p> <p>(3) Deputy/Under Sectary, Ministry of Defence – Member</p>	<p><u>Group 'C' Departmental Promotion/ Confirmation Committee consisting of.-</u></p> <p>(i) Director General (Personnel) – Chairman</p> <p>(ii) Joint Director General (Pers) or Deputy Director General (Pers) –Member</p> <p>(iii) Deputy Director or Under Secretary, Ministry of Defence –Member</p> <p><u>Group 'C' Departmental Confirmation Committee consisting of.-</u></p> <p>(i) Director General (Personnel) – Chairman</p> <p>(ii) Joint Director General (Pers) or Deputy Director General (Pers) –Member</p> <p>(iii) Deputy Director or Under Secretary, Ministry of Defence –Member</p>	Member of DPC has been mentioned as per Annexure-VIII of DP & AR OM No.14017/1/7 5-Estt.(D) cell dated 27.11.75 (copy enclosed)
14. Now at Col 13.	Consultation with Union Public Service Commission is necessary while making direct recruitment.	Consultation with Union Public Service Commission is not necessary.	Changed to keep in view the deputation aspect also.

