DRAFT RR OF JUNIOR ADMINISTRATIVE ASSISTANT (JAA)  
SENIOR ADMINISTRATIVE ASSISTANT (SAA)

1. Draft Recruitment Rules of Junior Administrative Assistant (JAA) and Senior Administrative Assistant (SAA) are being uploaded for a period of **30 days** from the date of uploading on MES website for inviting suggestion/comments from associations, individual and stakeholders. Once the comments received from different stakeholder, the same will be reviewed/evaluated for further refinement of existing RR's.

2. Request forward comments by **21 Jul 2019**.

(S.P Singh, IDSE)  
Dir Pers, CSCC  
For E-in-C

Encls: As above
SRO ....... In exercise of the powers conferred by the provision to article 309 of the Constitution, and in supersession of the Military Engineer Services (Upper Division Clerk and Lower Division Clerk) Recruitment Rules, SRO-27 dated 08 May 2013, 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 posts of Senior Administrative Assistant and Junior Administrative Assistant in the Ministry of Defence in Military Engineer Services, namely:—

1. Short title and commencement.— (1) These rules may be called the Ministry of Defence, Military Engineer Services (Senior Administrative Assistant and Junior Administrative Assistant) 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 posts specified in column (1) of the Schedule annexed to these rules.

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

4. 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 column (5) to (13) of the aforesaid Schedule.

5. 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 posts.

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 operation of this rule.

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.
<table>
<thead>
<tr>
<th>Name of post.</th>
<th>Number of post. (2)</th>
<th>Classification. (3)</th>
<th>Pay matrix and pay level. (4)</th>
<th>Whether Selection or non-selection post. (5)</th>
</tr>
</thead>
</table>

**Age limit for direct recruits.**

| 6 years | 18-27 years (Relaxable for Government Servants upto forty years and further relaxation for five years in case of the Scheduled Caste and the Scheduled Tribe.) |

**Education and other qualification required for direct recruitment.**

| 7 years | Bachelors Degree of a recognized university. |

Whether age and educational qualification prescribed for direct recruits will apply in case of promotee.

| 8 years | No |

Period of probation if any.

| 9 years | Two years for direct recruits. |

Method of recruitment: whether by direct recruitment or by deputation or absorption and percent of the posts to be filled by various methods.

| 10 years | Promotion 65% by Promotion 25% by Promotion through Limited Departmental Competitive Examination Direct Recruitment 10% by direct recruitment. |
In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made.

If a Departmental Promotion Committee exists what is its composition.

Circumstances in which Union Public Service Commission to be consulted in making recruitment.

<table>
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<tr>
<th>(11)</th>
<th>(12)</th>
<th>(13)</th>
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</thead>
</table>
| **Promotion:**  
(a) 65% by promotion from amongst Junior Administrative Assistant (Pay matrix level-02) of ₹19900/-63200/- with minimum eight years of regular service in the grade failing which by direct recruitment;  
(b) 25% by promotion through limited departmental competitive examination of such Junior Administrative Assistant who have rendered five years regular service in the grade failing which by direct recruitment;  

**Note 1** Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall 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.  

**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 being the date from which the revised pay structure based on Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay matrix and pay level extended based on the recommendations of the said Pay Commission.  

| Group 'C' Departmental Promotion Committee (for considering promotion and confirmation)  
(i) Chief Engineer or his nominee not below the rank of Superintending Engineer or equivalent - Chairman.  
(ii) Executive Engineer or equivalent - Member.  
(iii) Group 'A' Civilian Gazetted officer or a Commissioned officer not connected with the Department - Member.  

Not applicable. |
2. Junior Administrative Assistant (JAA)  

General Central Service, Group C  

Pay Matrix level-02 (₹ 19900/-63200/-)  

Non-selection.

Subject to variation dependent on work load.

Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time).

Note 1.- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi sub division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).

Note 2.- In respect of posts the appointments to which are made through the employment exchanges the crucial date for determining the age limit in each case shall be the last date up to which the employment exchanges are asked to submit the names.

(i) 12th class pass from a recognized Board or University.

Yes, to the extent indicated in column 10.

Two years for direct recruits.

(i) Non-selection.

(ii) should pass typing writing in English with a minimum speed of 35 words per minute or in Hindi with a minimum speed of 30 words per minute on computer (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

(iii) DCRE:-Deputation / re-employment (for Ex-Servicemen).

The Armed Forces personnel, and having the requisite qualifications as prescribed for direct recruits under column 7 shall also be considered. If selected, such officers shall be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment terms.

(i) Chief Engineer or his nominee not below the rank of Superintending Engineer or equivalent - Chairman.
C' non industrial/MTS employees.

Note.- If more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

(ii) Promotion through limited departmental examination:

10% of vacancies shall be filled from amongst the Group 'C' non-industrial staff/MTS in the pay matrix level-01 and who possess 12th Class pass from recognized Board or University and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Schedule Caste and the Schedule Tribe).

(iii) Promotion:

5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' non-industrial/MTS employees who have three years regular service in the posts with the pay matrix level-01 and who passes 12th class pass from recognized Board or University.

(ii) Executive Engineer or equivalent Member.

(iii) Group 'A' Civilian Gazetted officer or a Commissioned officer not connected with the Department Member.

PC-IV.B/75014/Clerical Cadre/RR Amdt/CSCC

(Biswajit Guha)
(Under Secretary to the Government of India)
Min of Defence /D(Appointments)
Tele-23011449

Authenticated

Publish

(Sanjay Singh, IDSE)
Director (PERS)/CSCC

(Biswajit Guha)
(Under Secretary to the Government of India)
Min of Defence /D(Appointments) Tele-23011449
1. (a) Name of post: Senior Administrative Assistant (SAA)  
     (b) Name of Ministry/Department: Ministry of Defence/Military Engineer Services

2. Reference No. in which Commission's advice on recruitment rules was conveyed: Not applicable

3. Date of Notification of original rules and subsequent amendments: Original rules were published vide SRO 27 dt 08 May 2013. Subsequent amendments (copies of the original rules and subsequent amendment should be enclosed, duly flagged).

<table>
<thead>
<tr>
<th>Col No.</th>
<th>Provisions in the approved rule</th>
<th>Revised provision proposed</th>
<th>Reason for the revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Upper Division Clerk.</td>
<td>Senior Administrative Assistant (SAA)</td>
<td>Nomenclature have been changed by E-in-C's Br. Letter No. B/75002/1/Gen/Admin Cadre/Union/CSCC dt.07 Mar 2017</td>
</tr>
<tr>
<td></td>
<td>* Subject to variation dependent on work load.</td>
<td>* Subject to variation dependent on work load.</td>
<td>No change.</td>
</tr>
<tr>
<td>4.</td>
<td>Pay Band Rs. 5,200-20,200 Gde Pay Rs.2400/-</td>
<td>Pay Matrix level- 04 (₹ 25500/-81100/-)</td>
<td>No change.</td>
</tr>
<tr>
<td>5.</td>
<td>Non-selection</td>
<td>Non Selection.</td>
<td>No change.</td>
</tr>
<tr>
<td>6.</td>
<td>Not-applicable</td>
<td>Not-applicable</td>
<td>No change.</td>
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<tr>
<td>7.</td>
<td>Not applicable</td>
<td>Not applicable.</td>
<td>No change.</td>
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<tr>
<td>8.</td>
<td>Not applicable</td>
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<td>10.</td>
<td>Not applicable</td>
<td>Not applicable.</td>
<td>No change.</td>
</tr>
<tr>
<td>11.</td>
<td>Promotion:</td>
<td>Promotion:</td>
<td>Pay matrix change as per 7th CPC.</td>
</tr>
</tbody>
</table>

Promotion:
(a) 65% by promotion of Junior Administrative Assistant with pay matrix level-02 of the cadre with minimum eight years of regular service in the grade.
(b) 25% by promotion through limited departmental competitive examination of such Junior Administrative Assistant who have rendered five years regular service in the grade failing which by direct Recruitment.

**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.

**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 Jan 2006 being the date from which the revise pay structure based on the Sixth Central pay commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the said pay commission.
12. **Group 'C' Departmental Promotion Committee** consisting of:

(i) Chief Engineer or his nominee with not less than the rank of Superintending Engineer or equivalent - Chairman.

(ii) Executive Engineer or equivalent - Member.

(iii) Group 'A' Civilian Gazetted Officer or a Commissioned Officer not connected with the Department - Member.

13. **Not applicable.**

Group 'C' Departmental Promotion Committee (for considering promotion and confirmation).

(i) Chief Engineer or his nominee with not less than the rank of Superintending Engineer or equivalent - Chairman.

(ii) Executive Engineer or equivalent - Member.

(iii) Group 'A' Civilian Gazetted officer or a Commissioned officer not connected with the Department - Member.

**No Change.**
1. (a) Name of post  
   : Junior Administrative Assistant (JAA)  
(b) Name of Ministry/Department  
   : Ministry of Defence/Military Engineer Services

2. Reference No. in which commission's Advice on recruitment rules was conveyed  
   : Not applicable

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 SRO 27 dt 08 May 2013.

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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lower Division Clerk.</td>
<td>Junior Administrative assistant (JAA)</td>
<td>Nomenclature have been changed by E-in-C's Br. Letter No. B/75002/1/Gen/Adm/Cadre/Union/CSCC dt.07 Mar 2017</td>
</tr>
<tr>
<td>2.</td>
<td>3011 (2013)* Subject to variation dependent on work load.</td>
<td>2862*(2019) Subject to variation dependent on work load.</td>
<td>The posts have been taken from cadre review by MoD vide letter No 6(13)/2003/D(Works-II) dated 17 Feb 2016.</td>
</tr>
<tr>
<td>4.</td>
<td>Pay Band I (5200-20200) Gde Pay Rs.1900</td>
<td>Pay Matrix level 2 (₹ 19900/-63200/-)</td>
<td>As per 7th CPC</td>
</tr>
<tr>
<td>5.</td>
<td>Non – selection</td>
<td>Non – selection</td>
<td>No change</td>
</tr>
<tr>
<td>6.</td>
<td>Between 18 and 25 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by)</td>
<td>Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions)</td>
<td>No change</td>
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the Central Government from time to time).

**Note 1.** The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi sub division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep).

**Note 1:** The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi sub division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep).

**Note 2.** In respect of posts the appointments to which are made through the employment exchanges, the crucial date for determining the age limit in each case shall be the last date up to which the employment exchanges are asked to submit the names.

**Note 2.** In respect of posts the appointments to which are made through the employment exchanges, the crucial date for determining the age limit in each case shall be the last date up to which the employment exchanges are asked to submit the names.

7. 12th class pass from a recognized Board or University.

(ii) should pass type writing in English with a minimum speed of 35 words per minute or in Hindi with a minimum speed of 30 words per minute on computer (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word).

12th class pass from a recognized Board or University.

(ii) should pass type writing in English with a minimum speed of 35 words per minute or in Hindi with a minimum speed of 30 words per minute on computer (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word).

8. Not applicable

Not applicable

No change

9. Not applicable

Not applicable

No change

10. (i) 65% by direct recruitment.

(i) 65% by direct recruitment.

No change
(ii) 20% by deputation/re-employment (for ex-servicemen).

(iii) 10% by promotion through limited departmental examination.

(iv) 5% on the basis of seniority-cum-fitness from Group 'C' non-industrial employees.

Note.- If more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

11. (i) **DCRE:- Deputation / re-employment (for Ex-Servicemen)**

The Armed Forces personnel / Combatants personnel from Corps of Engineers holding the rank of Naiks, Hawaldars, Naib Subedar, Subedar, Subedar Majors and Honorary Lieutenant / Honorary Captains due to retire or who are to be transferred to reserve within a period of one year and have the requisite qualifications as prescribed for direct recruits under column 7 shall also be considered. If selected, such officers shall 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 terms.

(ii) **Promotion through limited departmental examination** - 10% of vacancies shall be filled from amongst the Group 'C' non-industrial staff/ MTS in the Pay Matrix Level-1 Pay Scale (₹18000/-56900) and Pay matrix level has been changed as per 7th CPC.
continued on re-employment terms.

(ii) Promotion through limited departmental examination:-

10% of vacancies shall be filled from amongst the Group 'C' non-industrial staff in the grade pay of Rs. 1800 and who possess 12th Class pass from recognized Board or university and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Schedule caste and the Schedule Tribe).

(iii) Promotion:-

5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' non-industrial/MTS employees who have three years regular service in the posts with the grade pay of Rs. 1800/-.

12. Group 'C' Departmental Promotion Committee (for considering promotion)
   (i) Chief Engineer or his nominee with not less than the rank of Superintending Engineer or equivalent - Chairman.
   (ii) Executive Engineer or equivalent - Member.
   (iii) Group 'A' Civilian Gazetted officer or a Commissioned officer not connected with the Department - Member.

13. Not applicable.