

No. AB-14017/ 18/2012-Estt (RR)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel and Training  
New Delhi

Dated the 16<sup>th</sup> August, 2013

**OFFICE MEMORANDUM**

**Subject:** Model RRs for the posts of Administrative Officer (Group A & B).

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The Model RRs for the post of Administrative Officer (Group A & B) issued in this Department OM No. AB 14017/82/2007-Estt.(RR) dated 25<sup>th</sup> January 2008 have been reviewed in the light of 6<sup>th</sup> CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.



(Mukta Goel)  
Director (Estt.I)  
Tel. 2309 2479

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

No. AB-14017/18/2012-Estt (RR)

Dated the 16<sup>th</sup> August, 2013

Copy to:-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)
10. NIC, DOP&T, North Block.



(Mukta Goel)  
Director (Estt.I)  
Tel. 2309 2479

**RECRUITMENT RULES FOR THE POST OF ~~Administrative Officer~~ IN THE MINISTRY OF**

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Administrative Officer	*	General Central Service Group 'B' Gazetted Ministerial	Pay Band-2 (Rs. 9300-34800), Grade Pay of Rs. 4600	Selection ('Not Applicable' if promotion is not one of the methods of recruitment.)

\* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	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
6	7	8	9
<p>30 Years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: 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, Ladakh</p>	<p><b>Essential</b></p> <p>i) Degree of a recognized University/Institute</p> <p>ii) 2 years experience in Accounts, Administration, Establishment work in a Government Office/ PSU/Autonomous body/ Statutory body</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of</p>	<p>Not Applicable</p>	<p>2 years</p>

<p>Division of Jammu &amp; Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep)</p>	<p><del>candidates</del> otherwise well qualified.</p> <p>Note 2: Qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission 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>		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made
10	11
Promotion failing which by deputation  Or  ___% by promotion failing which by deputation and ___% by direct recruitment  Entries under these columns may be formulated keeping in view the number of sanctioned posts in the feeder grade	<u>Promotion</u>  ..... (Designation of the feeder post) with .....years of regular service in the grade and successfully completed training of ___ weeks in the field of Administration, Establishment and Accounts.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.  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 <sup>st</sup> January, 2006 or the date from which the revised pay structure

~~based on the Sixth 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 recommendations of the Pay Commission.

(To be omitted if promotion is not one of the methods of recruitment)

Deputation

Officers under the Central/State Governments/UTs holding analogous posts or with at least 5 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2 with Grade Pay of Rs. 4200/- or equivalent and possessing the qualifications and experience prescribed for Direct Recruitment under column 7.

Note1 : 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 appointment by promotion.

Note 2: Period of deputation including period of deputation spent in any other 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 3 years.

(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure

	<p><del>based on the Sixth Central Pay Commission recommendation has</del> been extended) shall be deemed to be service rendered in the corresponding grade 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 scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</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><u>Group B DPC (for promotion)</u>  (The composition may be given if promotion is one of the modes of recruitment)</p> <p>Group B Departmental Confirmation Committee (for confirmation)  (The composition may be given if Direct Recruitment is one of the modes of recruitment)</p> <p>Otherwise "Not Applicable".</p>	<p>Consultation with UPSC necessary while making appointment on Deputation (including short term contract)</p>

**RECRUITMENT RULES FOR THE POST OF Administrative Officer IN THE MINISTRY OF**

Name of of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Administrative Officer	*	General Central Service Group 'A' Gazetted Ministerial	PB-3 (Rs.15600-39100), GP of Rs.5400/-	Selection

\* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	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
6	7	8	9
<p>35 Years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note:</p> <p>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,</p>	<p><b>Essential</b></p> <p>i) Degree of a recognized University/Institute</p> <p>ii) 3 years experience in Accounts, Administration, Establishment work in a Government Office/ PSU/Autonomous body/ Statutory body</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of</p>	<p>Not Applicable</p>	<p>2 years</p>

Sikkim, Ladakh Division of	candidates otherwise		
<p>Jammu &amp; Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Laksshweep)</p>	<p>well qualified.</p> <p>Note 2: Qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>		

<p>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods</p>	<p>In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made</p>
<p>10</p>	<p>11</p>
<p>Promotion failing which by deputation</p> <p>Or</p> <p>___% by promotion failing which by deputation and ___% by direct recruitment</p> <p>Entries under these columns may be formulated keeping in view the number of sanctioned posts in the feeder grade.</p>	<p><u>Promotion</u></p> <p>..... (Designation of the feeder post) with .....years of regular service in the grade and successfully completed training of ___ weeks in the field of Administration, Establishment and Accounts.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>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<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service</p>

rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

(To be omitted if promotion is not one of the methods of recruitment)

Deputation

Officers under the Central/State Governments/UTs holding analogous posts or with at least 2/3 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2 with Grade Pay of Rs. 4800/4600 respectively or equivalent and possessing the qualifications and experience prescribed for Direct Recruitment under column 7.

Note1 : 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 appointment by promotion.

Note 2: Period of deputation including period of deputation spent in any other 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 3 years.

(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the

	corresponding grade 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 scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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><u>Group B DPC (for promotion)</u></p> <p>To prescribe the composition of DPC with Chairman/Member, as Chairman of Group A DPC for considering promotion.</p> <p>(The composition may be given if promotion is one of the modes of recruitment)</p> <p>Group B Departmental Confirmation Committee (for confirmation)</p> <p>(The composition may be given if Direct Recruitment is one of the modes of recruitment)</p> <p>Otherwise "Not Applicable".</p>	Consultation with UPSC is necessary on each occasion



**RECRUITMENT RULES FOR THE POST OF ~~Administrative Officer~~ IN THE MINISTRY OF**

Name of of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Administrative Officer	*	General Central Service Group 'A' Gazetted Ministerial	PB-3 (Rs.15600-39100), GP of Rs.6600/-	Selection

\* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	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
6	7	8	9
<p>40 Years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note:</p> <p>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,</p>	<p><b>Essential</b></p> <p>i) Degree of a recognized University/Institute</p> <p>ii) 5 years experience in Accounts, Administration, Establishment work in a Government Office/ PSU/Autonomous body/ Statutory body.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of</p>	<p>Age : No</p> <p>Educational Qualifications: Yes</p>	<p>One year</p>

<p><del>Sikkim, Ladakh</del> Division of Jammu &amp; Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)</p>	<p>candidates otherwise well qualified.</p> <p>Note 2: Qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission 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>		
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<p>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods</p>	<p>In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made</p>
<p>10</p>	<p>11</p>
<p>Promotion failing which by deputation</p> <p>Or</p> <p>___% by promotion failing which by deputation and ___% by direct recruitment</p> <p>Entries under these columns may be formulated keeping in view the number of sanctioned posts in the feeder grade.</p>	<p><u>Promotion</u></p> <p>..... (Designation of the feeder post) with .....years of regular service in the grade and successfully completed training of ___ weeks in the field of Administration, Establishment and Accounts.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>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<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth 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 recommendations of the Pay Commission.</p>

(To be omitted if promotion is not one of the methods of recruitment)

Deputation

(a) Officers under the Central/State Governments holding analogous posts or with at least 5 years service in the grade rendered after appointment thereto on a regular basis in posts PB-3, GP of Rs. 5400/- Or With 7 years' service in the grade rendered after appointment thereto on a regular basis in posts PB-2, GP of Rs. 4600/-equivalent and

(b) Possessing the qualifications and experience prescribed for Direct Recruitment under column 7.

Note1 : 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 appointment by promotion.

Note 2: Period of deputation including period of deputation spent in any other 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 3 years.

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth

	<p><del>Central Pay Commission recommendation has been extended</del> shall be deemed to be service rendered in the corresponding grade 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 scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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