

F.N. 227/2018-M.III
Government of India
Ministry of Mines
Shashtri Bhavan, New Delhi, the 29th October, 2018

Notification

This Ministry is examining a proposal for amendment to the Ministry of Mines, Indian Bureau of Mines Senior Private Secretary, Private Secretary and Stenographer Grade-I, Recruitment Rules, 2015 in Indian Bureau of Mines a Subordinate of office under the Ministry of Mines. In this regard, draft Recruitment Rules have been prepared and approved by the Competent Authority.

2. Before taking up the proposal for amendment to the Recruitment Rules with the DoP&T, UPSC and other agencies for finalizing the Recruitment Rules, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of notification in the website of the Ministry of Mines and Indian Bureau of Mines. The objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement.

3. The comments may be furnished to the undersigned in Room No. 314, 'D' Wing, Shashtri Bhawan, New Delhi-110011 and the soft copy may be sent to ak.mallik@nic.in as well as ho-office@ibm.gov.in.



(Adhir Kumar Mallik)
Under Secretary to the Govt of India
Ph. No. 011-23384743 email-
ak.mallik@nic.in

Copy to

1. Director (NIC), Ministry of Mines with request to upload this Notification in web-site of Ministry of Mines.
2. Chief Administrative Officer, IBM, Nagpur with request to upload the enclosed draft Notification on IBM's web-site and reconcile the comments of stakeholders for preparing a final draft RRs in this regard within a week after closing date for seeking comments of stakeholder.

Draft Recruitment
MINISTRY OF MINES
NOTIFICATION

New Delhi, the 2018

G.S.R. .—In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of Ministry of Mines, Indian Bureau of Mines Senior Private Secretary, Private Secretary and Stenographer Grade-I, Recruitment Rules, 2015 and Indian Bureau of Mines (Stenographer Grade-II and Stenographer Grade-III), Group 'C' posts Recruitment Rules 2008 , 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 Private Secretary, Private Secretary and Stenographer in Indian Bureau of Mines, Ministry of Mines, namely:—

1. Short title and commencement.— (1) These rules may be called Ministry of Mines, Indian Bureau of Mines Senior Private Secretary, Private Secretary and Stenographer, Recruitment Rules 2018.

(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 and Level in the Pay Matrix.—The number of the said posts, their classification and the pay levels 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 post shall be as specified in columns (5) to (13) of the said Schedule.

5. Disqualifications— 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 posts:

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.

6. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient so to do, for reasons to be recorded in writing, 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, the Other Backward Classes, Ex-service men and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Senior Private Secretary	3* (2018) *subject to variation dependent on workload	General Central Service Group "B" Gazetted, (Ministerial)	Level -8 (Rs.47600-151100)	Selection

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 the promotes	Period of probation, if any	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
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Not applicable	Promotion failing which by deputation.

In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made

(11)

Promotion :

Private Secretary in the pay level 7 (Rs. 44900-142400) with 2 years' regular service rendered in the grade after appointment thereto.

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 probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

Note 2: For purpose of computing minimum qualifying service for promotion, 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 recommendations has been extended, shall be deemed to be service rendered in the corresponding pay scale extended based on the recommendations of the said Commission.

Deputation :

Officers of Central Government;

(a)(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years regular service rendered in the grade after appointment thereto on regular basis in the level 7 (Rs. 44900-142400) in pay matrix or equivalent in the parent cadre or department; and

(b)(i) Possessing Graduate degree from a recognized University or equivalent; and

(ii) Two years' experience in taking dictation and transcription, Stenography. Handling with Confidential matters/Complaints etc. and maintenance of C.R. Dossiers. Arranging Conferences / Delegations /meetings etc. Handling of day to day general administration etc.

Note :1

The departmental officers in the feeder category who are in 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.

Note : 2

Period of deputation 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 3 years.

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.

Note 4: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016/ the date from which the revised pay structure been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the 7th Central 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)
Group 'B' Departmental Promotion Committee shall consist of : 1. Controller of Mines, Indian Bureau of Mines - Chairman 2. Regional Mining Geologist, Indian Bureau of Mines - Member 3. Deputy Ore Dressing Officer, Indian Bureau of Mines - Member	Consultation with Union Public Service Commission is not necessary

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Private Secretary	12* (2018) *subject to variation dependent on workload	General Central Service Group "B" Gazetted, (Ministerial)	Level - 7(Rs.44900-142400) in Pay Matrix	Selection

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 the promotes	Period of probation, if any	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
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Not applicable	By Promotion

In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made

(11)

Promotion:

Stenographer in level 6 (Rs. 35400-112400) in pay matrix with five years' regular service rendered in the grade after appointment thereto.

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 probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

Note 2: For purpose of computing minimum qualifying service for promotion, 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 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay scale extended based on the recommendations of the said Commission.

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 style="text-align: center;">Group 'B' Departmental Promotion Committee shall consist of :</p> <ol style="list-style-type: none">1. Controller of Mines, Indian Bureau of Mines - Chairman2. Regional Mining Geologist, Indian Bureau of Mines - Member3. Deputy Ore Dressing Officer, Indian Bureau of Mines - Member	Consultation with Union Public Service Commission is not necessary

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Stenographer	77* (2018) *subject to variation dependent on workload	General Central Service Group "B" Gazetted, (Ministerial)	Level – 06 (Rs.35400-112400) in pay matrix	Not applicable

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 the promotes	Period of probation, if any	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
(6)	(7)	(8)	(9)	(10)
Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government) 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 division of Jammu and Kashmir state, Lahaul & Spiti districts and	(i) 12 th class pass or equivalent from a recognized board or university; and (ii) Skill Test norms: Dictation: 10 minutes @ 100 words per minute Transcription: 40 minutes (English) or 55 minutes (Hindi) Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note 2 :- The qualifications regarding experience are relaxable at the discretion of	Not applicable	Two years	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 more may be filled on deputation basis from officers of Central Government: (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years regular' service in the grade rendered after appointment thereto on a regular basis in Level-5 (29200-92300) in pay matrix or equivalent in the parent cadre or department; or (iii) with ten years regular' service in the grade rendered after appointment thereto on a regular basis in Level-4 (25500-81100) in pay matrix or equivalent in the parent cadre or department; and (B) possessing the educational qualifications and experience prescribed for direct recruits under column (7). Note 1: - Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department

<p>Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).</p>	<p>the Staff Selection Commission for the reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Staff Selection 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 vacancies reserved for them.</p>			<p>of the Central Government shall ordinarily not exceed three years. 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. Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016/ the date from which the revised pay structure been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the 7th Central 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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In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made
(11)
Not applicable

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>Group : 'B' Departmental Confirmation Committee consisting of: -</p> <p>01. Deputy Controller of Mines, Indian Bureau of Mines – Chairman</p> <p>02. Senior Administrative Officer, Indian Bureau of Mines - Member</p> <p>03. Assistant Controller of Mines, Indian Bureau of Mines - Member</p>	<p>Consultation with Union Public Service Commission is not necessary</p>