

(Published in Part II, Section 4 of the Extraordinary Gazette of India)

**Ministry of Defence
(Department of Defence Research and Development)**

Dated the 29 May, 1998

Notification

S.R.O. 18E. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Defence Research and Development Organisation, Ministry of Defence, Group 'C' Non Gazetted (Technical, Scientific and Other Non-Ministerial) posts Recruitment Rules 1968, in so far as these relate to the post of Senior Gestetner Operator, 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 Group 'C' (Office Assistant) post in the Defence Research and Development Organisation under the Ministry of Defence, namely :-

1. (1) **Short title and commencement**—These rules may be called the Defence Research and Development Organisation, Ministry of Defence Group 'C' (Office Assistant) post Recruitment Rules 1998.

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

2. Initial Constitution

The incumbents of the post of Senior Gestetner Operator in the Defence Research and Development Organisation at the commencement of these rules shall be re-designated as Office Assistant 'A'.

3. Number of posts, classification and scale of pay:—

The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in Columns 3 to 5 of the said Schedule.

4. Method of recruitment, promotion, age limit and qualifications

- (i) The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 6 to 15 of the Schedule aforesaid.

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 such marriage is permissible under the personal law 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, 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 or posts.

7. **Saving**— Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided of the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

(N C S Negi)
Under Secretary to the Government of India

No. DRDO/76257/RR/OFF ASST/MPD

Publish

(N C S Negi)
Under Secretary to the Government of India

D(Coord)

No. DRDO/76257/RR/OFF ASST/MPD/1688(9)/D(R&D)

dated 29-5-1998

SCHEDULE

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9
1.	Office Assistant 'B'	14* (1998)	General Central Service Group 'C' Non-Gazetted Non-Ministerial	3200-85-4900	Selection-cum seniority	Not applicable	Not admissible	Not applicable

*Subject to variation dependent on workload.

Whether age & educational qualification prescribed for Direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable	Not applicable	By Promotion	<p><i>Promotion:</i> Office Assistants 'A' with 5 years regular service in the grade, rendered in the respective Laboratory/ Establishment.</p> <p><i>Note:</i> 1. For the purpose of counting of qualifying service the regular service rendered in the erstwhile post of Senior Gestetner Operator in the respective Laboratory/ Establishment shall also be taken into account. 2. Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and</p>	<p>Departmental promotion Committee-III consisting of :—</p> <p>(i) Head of the concerned Establishment or Laboratory—Chairman</p> <p>(ii) Two Senior Officers of the concerned Establishment or Laboratory—Members</p> <p>(iii) An Officer from another Laboratory/ Establishment or Headquarters equivalent to or above the rank of the members of the concerned Laboratory/ Establishment.—Member</p>	Not applicable

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9

Whether age & educational qualification prescribed for Direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15

have successfully completed their probation period, for promotion to the next higher grade alongwith their juniors who have already completed such qualifying service.