NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Personnel Officer/Assistant Administrative Officer in the Department of Atomic Energy, namely:—

1. **Short title and commencement:**
   
   (a) These rules may be called the Department of Atomic Energy (Assistant Personnel Officer/Assistant Administrative Officer Recruitment Rules, 1991).
   
   (b) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of post, classification and scale of pay:**
   
   The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule, annexed to these Rules.

3. **Method of recruitment, age limit, qualifications etc.**
   
   The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (14) of the said Schedule.

4. **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
shall be eligible for appointment to the said post, 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.

5. **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.

6. **Saving:**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes 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 the post</th>
<th>No. of posts</th>
<th>Classification</th>
<th>Scale of pay</th>
<th>Whether selection post or non-selection post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Personnel Officer/Assistant Administrative Officer</td>
<td>106*</td>
<td>General Central Service Group B (Gazetted)</td>
<td>Rs.2000-50- 2300-EB-75- 3200</td>
<td>Selection</td>
</tr>
</tbody>
</table>

*Subject to revision depending upon the workload.*
<table>
<thead>
<tr>
<th>Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972</th>
<th>Age limit for direct recruits</th>
<th>Educational and other qualifications required for direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Period of probation, if any</td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled in by various methods</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| Not applicable | One year | 1. Departmental qualifying examination - 80%
2. Promotion on the basis of seniority cum fitness - 20% |
In case of recruitment by promotion/deputation/transfer, orders from which promotion/deputation/transfer to be made:

<table>
<thead>
<tr>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Additional Secretary/ Joint Secretary in-charge of the Centralised Cadre in Department of Atomic Energy.</td>
<td></td>
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<tr>
<td>2. Director/ Deputy Secretary in-charge of Centralised Cadre in Department of Atomic Energy.</td>
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<tr>
<td>3. Deputy Chief Executive (Administration and Accounts), Nuclear Fuel Complex, Hyderabad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Head, Personnel Division, Bhabha Atomic Research Centre, Bombay</td>
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</tbody>
</table>

If a Departmental Promotion Committee exists what is its composition and circumstances in which UESC is to be consulted in making recruitment decisions:

1. (i) Senior Personal Assistants (Rs. 2000-60-23000-EB-75-3200)

(ii) Superintendents/Accountants (Rs. 1640-60-2600-EB-75-2900) who have completed one year regular service in the grade.

(iii) Assistants/Personal Assistants (Rs. 1640-60-2600-EB-75-2900) who have completed 3 years of regular service in the grade.

(iv) Senior Stenographers (Rs. 1400-40-1600-50-2300-EB-60-2600) who have completed 3 years of regular service in the grade.

(v) Senior Accounts Clerks (Rs. 1400-40-1800-EB-50-2200) and (Rs. 1400-40-1600-50-2300-EB-60-2600) who have completed 3 years of regular service in the grade or a combined regular service of six years as Sr. Accounts Clerk and Upper Division Clerk.

(vi) Senior Clerks, Assistants, Assistant Security Officers, Junior Hindi Translators, Senior Telex Operators, Supervisor (Transport), Public Relations Assistant, Publicity Assistant, Welfare Assistant, Manager, Cashier,
In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made if a Departmental Promotion Committee exists what is its composition in which VESO is to be consulted in making recruitment

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<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caretaker etc., in the grade of (Rs. 1400-40-1800-EB-50-2300) who have completed 3 years of regular service in the respective grades.</td>
<td>Chief Administrative Officer, Indira Gandhi Centre for Atomic Research Kalpakkam.</td>
<td></td>
</tr>
</tbody>
</table>

(vii) Upper Division Clerks (Rs. 1200-30-1560-EB-40-2040) who have completed 6 years of regular service in the grade

(viii) Junior Stenographers (Rs. 1200-30-1560-EB-40-2040) who have completed 8 years of regular service in the grade.

2. Assistants (Rs. 1640-60-2600-EB-75-2900)/Assistants and Senior Clerks (Rs. 1400-40-1800-EB-50-2300) who have completed 8 years of regular service in the grade.

Chief Administrative and Accounts Officer, Centres for Advanced Technology, Indore.

Chief Administrative and Accounts Officer, Atomic Minerals Division, Hyderabad.

NOTE: 1. The crucial date for computing the period of eligibility will be 1st January of the year if the Departmental Promotion Committee is held during the first half of that year and 1st July of the year if the Departmental Promotion Committee is held during the second half of that year.

2. The selection against item 1 will involve interview of the eligible candidates.

Additional Secretary to the Government of India.
Government of India
Department of Atomic Energy

No.20/4/2/88-CCS/92D


OFFICE MEMORANDUM

Ref: 7/54/73-Adm. dated 27.12.74
7/16/74-Adm. dated 8.8.75
20/4/2/88-CCS/1397 dated 18.11.88

Sub: Exemption from the written examination for promotion to the posts of Section Officer, Assistant Personnel Officer and Assistant Accounts Officer.

The norms for promotion to the posts of Section Officer, Assistant Personnel Officer and Assistant Accounts Officer stipulates that 12½% vacancies in these grades may be filled up by the following methods on the basis of seniority-cum-fitness without personal interview:

1. Section Officer
   - Permanent Assistants of the DAE Secretariat who are over 48 years of age and have put in a minimum of 5 years regular service in the grade.

2. Assistant Personnel Officer
   - Assistants/Sr.Clerks who are over 48 years of age and have rendered a minimum of 3 years regular service in the grade.

3. Assistant Accounts Officer
   - Accountants who have rendered 1 year regular service in the grade and Assistant Accountants who have rendered 3 years regular service in the grade and are over 48 years of age.

On a review of the norms it has been decided to abolish the age quota and to enhance the percentage of promotion on seniority-cum-fitness from 12½% to 20% of vacancies with the following eligibility:

1. Section Officer
   - Assistants of the DAE Secretariat who have rendered a minimum of 8 years regular service in the grade.

...2/-
Subject: Clarifications sought regarding consideration of candidates for promotion to the grade of Assistant Personnel Officer under seniority-cum-fitness — reg.

Reference is invited to Department's O.M. dated 28.9.2017 regarding consideration of candidates for empanelment to the grade of Assistant Personnel Officer under Seniority-cum-fitness.

2. It has been observed that repeated representations of few candidates for reviewing the Department's O. M. dated 28.9.2017 and for considering their candidature even though they are not eligible as per the existing guidelines are being received in the Department. Further, it is observed that some of the Administrative Heads are forwarding the representations for favorable consideration with supportive statements thereby encouraging such representations.

3. In the above connection, it is stated that Department has reviewed the Department's earlier O.M. dated 3.8.1989 and then after considering all the issues have issued the recent O.M. dated 28.9.2017. In this context, it is stated that the O.M. dated 3.8.1989 is applicable for all cadres i.e. Section Officer, Assistant Personnel Officer and Assistant Accounts Officer. However, while examining it was found that the said O.M. is followed only for Section Officer and Assistant Accounts Officer grades. Department has decided to correct this procedural lapse and to bring uniformity in all these 3 cadres. Accordingly, Competent Authority has decided that all those Assistants, including them who have qualified the exam, however, got promotion under seniority-cum-fitness quota, will not be considered for promotion to the grade of Assistant Personnel Officer under seniority-cum-fitness.

4. As regards, considering the eligibility of Senior Clerks for promotion to the grade Assistant Personnel Officer under SCF, the matter will be examined and taken into consideration while amending Recruitment Rules for the grade.

5. The above clarification is self-explanatory and no more representations in this regard will be entertained in the Department. All the Administrative Heads of the units are hereby directed that, henceforth, any representations on this matter should be disposed off at unit level itself. All the candidates may be informed accordingly.

6. It may further be noted that past cases will not be reopened and this issue may be treated as closed. The above issues with the approval of the Competent Authority in the Department.

(Rakesh Garg)
Director

Heads of all constituent units of DAE
Administrative Heads of all units of DAE
US (Admin), DAE
OFFICE MEMORANDUM

Subject: Promotion to the grade of Assistant Personnel Officer under seniority-cum-fitness – reg.


2. Various representations have been received in the Department in connection with anomaly arisen due to OM dated 3.8.1989 in the selection process of APO under Seniority-cum-fitness quota. These representations are made by few candidates who have completed their 8 years service in the grade of Senior Clerk before getting promotion to the grade of Assistant under Seniority-cum-fitness. These candidates are requesting for considering their candidature for promotion to the grade of APO under SCF on the basis of their service in the grade of Senior Clerk, as otherwise, few Senior Clerks from the same unit, though they are junior to the Assistants will become eligible for APO-SCF.

3. Representations have been examined in the Department and it has been decided that the promotion for the post of Assistant Personnel Officer under SCF quota will be as per existing Recruitment Rules dated 1981 for APO grade and Department’s O. M. dated 1989 referred above. As per the Recruitment Rules for the post of APO, Assistants and Senior Clerks who have completed 8 years of regular service are eligible for promotion to the grade of APO under seniority-cum-fitness quota. Further, as per Department’s O. M. dated 3.8.1989, the candidates who have availed of exemption from written examination for promotion to the feeder grade i.e. Assistant, will not be again admissible for exemption from written examination for promotion to the grade of APO. This means, the candidates who are promoted to the grade of Assistant under SCF will not be admissible for promotion to the grade of APO under SCF.

4. The above issues are with the approval of Competent Authority in the Department.

(Rakesh Garip)
Director

Heads of all constituent units of DAE
Administrative Heads of all units of DAE
US (Admin), DAE