

**SURVEY OF INDIA SENIOR PRIVATE SECRETARY,  
GROUP 'A', RECRUITMENT RULES, 2014,  
DEPARTMENT OF SCIENCE AND TECHNOLOGY,  
(MINISTRY OF SCIENCE AND TECHNOLOGY), NEW DELHI.**

**SCHEDULE**

<b>Name of post</b>	<b>No. of posts</b>	<b>Classification</b>	<b>Pay Band and Grade Pay/ Pay Scale</b>	<b>Whether selection or non-selection post</b>	<b>Age limit for direct recruits</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Senior Private Secretary	1* (Year 2014) *Subject to variation dependent on work load)	General Central Service, Group <del>A</del> Gazetted, Ministerial	Pay Band-3 (Rs.15600-39100) + Grade Pay Rs.6600	Selection	Not Applicable

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment. Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Not Applicable	Not Applicable	Not Applicable	100% vacancies by promotion.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><b>Promotion:-</b> Officers with 6 years regular service in the grade of Private Secretary in Pay Band-2 (Rs.9300-34800) + Grade Pay Rs.4800.</p> <p><b>Note-1:</b> 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, which 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.</p> <p><b>Note-2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006 / the date from which the revised pay structure based on the Sixth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p>	<p><b>Group 'A' D.P.C.</b> <b>For Promotion:</b></p> <ol style="list-style-type: none"> <li>1. Secretary, Department of Science &amp; Technology. <b>- Chairman</b></li> <li>2. Surveyor General of India . <b>- Member</b></li> <li>3. Joint Secretary(Adm.), Department of Science &amp; Technology. <b>- Member</b></li> <li>4. Deputy Secretary/Director ( S.M.P.), Department of Science &amp; Technology. <b>- Member</b></li> </ol> <p><b>Group 'A' D.P.C.</b> <b>For Confirmation:</b></p> <ol style="list-style-type: none"> <li>1. Secretary, Department of Science &amp; Technology. <b>- Chairman</b></li> <li>2. Surveyor General of India. <b>- Member</b></li> <li>3. Joint Secretary(Adm.), Department of Science &amp; Technology . <b>- Member</b></li> <li>4. Deputy Secretary/Director ( S.M.P.), Department of Science &amp; Technology. <b>- Member</b></li> </ol>	<p>Promotion from Group -Bø to Group -Aø shall be made in consultation with Union Public Service Commission.</p>

**UNDER SECRETARY TO THE GOVT. OF INDIA**  
File Noí í í í ..

SURVEY OF INDIA PRIVATE SECRETARY,  
GROUP 'B', RECRUITMENT RULES, 2013,  
DEPARTMENT OF SCIENCE AND TECHNOLOGY,  
(MINISTRY OF SCIENCE AND TECHNOLOGY), NEW DELHI.

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Private Secretary	6* (2013) * (subject to variation dependent on workload)	General Central Service, Group 'B' Gazetted, Ministerial	Pay Band-2 (Rs.9,300-34,800) + Grade Pay Rs.4,800	Selection-cum-Seniority	Not applicable

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	Method of recruitment. Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.
7	8	9	10
Not applicable	Not applicable	Not applicable	100% By promotion.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><b>a) Promotion :-</b></p> <p>(i) Stenographer Senior (Selection Grade) in the PB-2 (Rs.9300-34800) + Grade Pay Rs.4600 with 2 years regular service in the grade shall be eligible for promotion.</p> <p>(ii) failing which, Stenographer Senior (Selection Grade) and Stenographer Senior with eight years regular service in the PB-2 (Rs.9300-34800) + Grade Pay Rs.4200 including service in high grade if any shall be eligible for promotion.</p> <p><b>Note-1:</b> 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, which 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.</p> <p><b>Note-2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006 / the date from which the revised pay structure based on the Sixth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p>	<p><b>Group 'B' Departmental Promotion Committee (for considering promotion) :-</b></p> <ol style="list-style-type: none"> <li>Surveyor General of India. - <b>Chairman</b></li> <li>Director/Deputy Secretary concerned to Department of Science &amp; Technology. - <b>Member</b></li> <li>Deputy Surveyor General, Surveyor General's Office. - <b>Member</b></li> <li>Director (by rotation) to be nominated by the Surveyor General of India. - <b>Member</b></li> <li>Group 'A' officer belonging to the Scheduled Castes / Scheduled Tribes. - <b>Member</b></li> </ol>	<p>Consultation with the Union Public Service Commission not necessary.</p>

SURVEY OF INDIA STENOGRAPHER SENIOR (SELECTION GRADE),  
GROUP `B' NON GAZETTED, RECRUITMENT RULES, 2013,  
DEPARTMENT OF SCIENCE AND TECHNOLOGY,  
(MINISTRY OF SCIENCE AND TECHNOLOGY), NEW DELHI.

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Stenographer Senior (Selection Grade)	12* (2013) * (subject to variation dependent on workload)	General Central Service, Group -Bøó Non Gazetted, Ministerial	Pay Band-2 (Rs.9,300-34,800) + Grade Pay Rs.4,600	Selection-cum-Seniority	Not applicable

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	Method of recruitment. Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.
7	8	9	10
Not applicable	Not applicable	Not applicable	100% By promotion.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><b>a) Promotion :-</b> Stenographer Senior in the PB-2 (Rs.9300-34800) + Grade Pay Rs.4200 with 5 years regular service in the grade shall be eligible for promotion.</p> <p><b>Note-1:</b> 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, which 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.</p> <p><b>Note-2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006 / the date from which the revised pay structure based on the Sixth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p>	<p><b>Group 'B' Departmental Promotion Committee (for considering promotion) :-</b></p> <ol style="list-style-type: none"> <li>1. Surveyor General of India. - <b>Chairman</b></li> <li>2. Director/Deputy Secretary concerned to Department of Science &amp; Technology. - <b>Member</b></li> <li>3. Deputy Surveyor General, Surveyor General's Office. - <b>Member</b></li> <li>4. Director (by rotation) to be nominated by the Surveyor General of India. - <b>Member</b></li> <li>5. Group `A' officer belonging to the Scheduled Castes / Scheduled Tribes. - <b>Member</b></li> </ol>	<p>Consultation with the Union Public Service Commission not necessary.</p>

SURVEY OF INDIA STENOGRAPHER SENIOR,  
GROUP `B' NON GAZETTED, RECRUITMENT RULES, 2013,  
DEPARTMENT OF SCIENCE AND TECHNOLOGY,  
(MINISTRY OF SCIENCE AND TECHNOLOGY), NEW DELHI.

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Stenographer Senior	29* (2013) * (subject to variation dependent on workload)	General Central Service, Group -Bøó Non Gazetted, Ministerial	Pay Band-2 (Rs.9,300-34,800) + Grade Pay Rs.4,200	Selection-cum-Seniority	Not applicable

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	Method of recruitment. Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.
7	8	9	10
Not applicable	Not applicable	Not applicable	100% By promotion.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><b>a) Promotion :-</b> Stenographer Junior in the PB-1 (Rs.5200-20200) + Grade Pay Rs.2800 with 6 years regular service in the grade shall be eligible for promotion.</p> <p><b>Note-1:</b> 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, which 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.</p> <p><b>Note-2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006 / the date from which the revised pay structure based on the Sixth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p>	<p><b>Group 'B' Departmental Promotion Committee (for considering promotion) :-</b></p> <ol style="list-style-type: none"> <li>1. Surveyor General of India. - <b>Chairman</b></li> <li>2. Deputy Surveyor General, Surveyor General's Office. - <b>Member</b></li> <li>3. Director (by rotation) to be nominated by the Surveyor General of India. - <b>Member</b></li> <li>4. Group `A' officer belonging to the Scheduled Castes / Scheduled Tribes. - <b>Member</b></li> </ol>	<p>Consultation with the Union Public Service Commission not necessary.</p>

SURVEY OF INDIA STENOGRAPHER JUNIOR,  
GROUP `C' NON GAZETTED, RECRUITMENT RULES, 2013,  
DEPARTMENT OF SCIENCE AND TECHNOLOGY,  
(MINISTRY OF SCIENCE AND TECHNOLOGY), NEW DELHI.

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Stenographer Junior	35* (2013) * (subject to variation dependent on workload)	General Central Service, Group -Cøó Non Gazetted, Ministerial	Pay Band-2 (Rs.5,200-20,200) + Grade Pay Rs.2,800	Not Applicable	<p>Between 18 and 27 years.</p> <p>(i) Upper age limit relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time in this regard.</p> <p>(ii) Upper age limit relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.</p> <p><b>Note:-</b> i) The crucial date for determining the age limit shall be as fixed by Staff Selection Commission (SSC). (Where Recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications).</p> <p>ii) The candidate seeking employment in the Central Services, must be a Citizen of India or a subject of Nepal or a subject of Bhutan etc. i.e. the standard rules in respect of domicile shall be applicable in this case of direct recruitment.</p>

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	Method of recruitment. Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.
7	8	9	10
<p>Essential:</p> <p>1. Intermediate (12<sup>th</sup> Pass) or Equivalent.</p> <p>2. A speed of 80 words per minute in Stenography (English or Hindi)</p>	Not Applicable	2 years for Direct Recruittees	100% of vacancies by Direct Recruitment through Staff Selection Commission.

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made.	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><b>a) 100% by Direct Recruitment :-</b></p>	<p><b><u>Group 'B' Departmental Promotion Committee (for confirmation) :-</u></b></p> <ol style="list-style-type: none"> <li>1. Deputy Surveyor General (Administration) ó Chairman.</li> <li>2. One Group 'A' Officer from the office other than Survey of India ó Member.</li> <li>3. Senior most Group 'A' Officer belonging to SC/ ST (failing which Senior most Group 'B' Officer belonging to SC/ST ) ó Member.</li> <li>4. Assistant Surveyor General ó Member.</li> </ol>	<p>Consultation with the Union Public Service Commission not necessary.</p>

UNDER SECRETARY TO THE GOVT. OF INDIA  
File No. 1111 ..