

Government of India
Department of Atomic Energy

Anushakti Bhavan
CSM Marg
Mumbai-400 001

No. 20/1/2/99-CCS/2993

28
April, 2004.

OFFICE MEMORANDUM

Subject Norms for the post of Principal Private Secretary
(Scale of pay Rs.10000-15200) ✓

Reference is invited to this Department notification No.20/1/2/99-CCS/302 dated 16.07.2001 regarding the Recruitment Rules for the post of Principal Private Secretary in the scale of pay of Rs.10000-325-15200 in the Department.

2. In terms of the above referred notification, Private Secretaries and Senior Personal Assistants in the scale of pay of Rs.6500-10,500 with 8 years regular service in the grade eligible to be considered for promotion as Principal Private Secretary in the scale of pay of Rs.10000-15200 in the Department. This Department vide Office Memorandum No.20/22(6)/2001-CCS/240 dated 17.05.2002, has since redesignated the posts of Senior Personal Assistant in the scale of pay of Rs.6500-10500 as Private Secretary (Non-Secretariat) in the same scale of pay and introduced a new grade of Senior Private Secretary in the scale of Rs.7500-250-12000 in the Non-Secretariat Offices under this Department. Considering these aspects it has been decided by the competent authority to amend the norms for promotion to the post of Principal Private Secretary (Rs.10000-15200) under this Department as under :

(i) In column 11 regarding the method of recruitment, the existing entry will be substituted with the following :

Promotion :

100% by selection from among the Senior Private Secretaries (Rs.7500-12000), Private Secretaries (Rs.6500-10500) and Private Secretaries (Non-Secretariat) (Rs. 6500-10500) in the Department, failing which on deputation.

(ii) In column 12 regarding the grades from which the promotion etc. will be made, the existing entry will be substituted with the following :

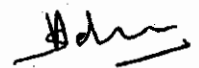
Promotion :

- (a) **Senior Private Secretaries (Rs.7500-12000) in the Department with a regular service of 6 years in the grade OR**

Senior Private Secretaries (Rs.7500-12000) in the Department with a combined regular service of 8 years in the grades of Rs.7500-12000 and Rs.6500-10500.

- (b) **Private Secretaries (Rs.6500-10500) and Private Secretaries (Non-Secretariat) (Rs. 6500-10500) in the Department with a regular service of 8 years in the grade..**

3. Action to incorporate necessary amendments in the existing Recruitment Rules and to notify the same under Article 309 is being taken separately. This order issued with the approval of the competent authority will come into force with immediate effect.



(Sobha Devi N.)

Under Secretary to the Government of India

- 1. All Heads of Units**
- 2. All Officers/Sections in the Department.**