

ANNEXURE 6 I

APPOINTMENT RULES FOR: SENIOR ADMINISTRATIVE OFFICER

IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

PATENT OFFICE UNDER THE CONTROL OF THE CONTROLLER GENERAL OF PATENTS, DESIGNS & TRADEMARKS

Name of the post	Number of post	Classification	Scale of pay	Whether selection or Non selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
01	02	03	04	05	06	07
Senior Administrative Officer	1* (2018) *Subject to variation depending upon the workload	General Central Service Group -AØ Gazetted, Ministerial	Level 11 in Pay Matrix	Selection	Not Applicable	Not applicable

Whether age and 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 promotion or by deputation / absorption and percentage of vacancy to be filled by various methods
08	09	10
Not applicable	Not applicable	Promotion failing which by deputation

<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
<p>11</p>	<p>12</p>	<p>13</p>
<p><b>PROMOTION:</b>  Administrative Officer in Level 10 in Pay Matrix with five years regular service in the grade and successfully completed up to 4 weeks of training in the field of Administration, Establishment &amp; Accounts in the Institute of Secretariat Training and Management or equivalent.  Note 1 ó Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.  Note 2 ó For the purpose of computing minimum qualifying service for promotion basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission</p> <p><b>DEPUTATION:</b>  (a) Officers under the Central/State Governments holding analogous posts on regular basis in the parent cadre or Department or with at least five years regular service rendered after appointment thereto on regular basis in the Level 10 in Pay Matrix or with seven years regular service rendered after appointment thereto on regular basis in the Level 9 in Pay Matrix in the parent cadre or Department; and  (b) possessing the following educational qualifications and experience:  (i) Degree of a recognized University / Institute;  (ii) Five years experience in in the field of Administration, Establishment &amp; Accounts in Government Office / Public Sector Undertaking / Autonomous body / Statutory body  Note 1 ó The period of deputation (including short term contract) including the period of deputation (including short term contract) 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 three years.  Note 2 ó The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.  Note 3 ó For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006, the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>Group 'A' Departmental Promotion Committee for considering promotion:  (i) Chairman/Member, UPSC - Chairman  (ii) Joint Secretary (Administration) Department of Industrial Policy and Promotion - Member.  (ii) Controller General of Patents and Designs and Trade Marks ó Member.</p>	<p>Consultation with Union Public Service Commission is necessary while making appointment to the post on each occasion.</p>