

(99) (5)

SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection or Non-Selection post	Age limit for direct recruits.	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 recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
[1].	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]

Executive Assistant.	*1	General Central Service, Group 'B', Gazetted, Ministerial.	Rs.2000-60-2300-EB-75-3200-100-3500	Selection.	Not Applicable.	Not Applicable.	Not Applicable.	Not Applicable.	1 year for Promotee.
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* (1997) Subject to variation dependent on workload.

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<p>Method of recruitment. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancy to be filled by various methods.</p>	<p>In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>
<p>[11]</p>	<p>[12]</p>	<p>[14]</p>

Promotion failing which by transfer on deputation.

Promotion:
Senior Stenographer with 8 years' regular service in the grade.

Group 'B' Departmental Promotion Committee (for promotion):

- Note: 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, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith juniors who have already completed such qualifying/eligibility service.
1. Development Commissioner, Export Processing Zone - Chairman.
 2. Deputy Development Commissioner, Export Processing Zone - Member.
 3. Under Secretary, Ministry of Commerce - Member.

Consultation with Union Public Service Commission not necessary.

[11]

[12]

[13]

[14]

Transfer on deputation:

Officers under the Central Government

- (a) (i) holding analogous posts on regular basis; or
- (ii) with 3 years' regular service in posts in the scale of Rs. 1640-2900 or equivalent; or
- (iii) with 8 years' regular service in posts in the scale of Rs. 1400-2300/2600 or equivalent; and

(b) possessing 3 years' experience in stenographic work.

Note:

The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications).