

F.No. A.12028/05/2023-DRS
Government of India
Ministry of Health and Family Welfare
Department of Health and Family Welfare
(Drugs Regulation Section)

Dated: 01 April, 2024

NOTICE

This Ministry is examining a proposal for Framing of RRs for the posts of Principal Private Secretary (level-11), Private Secretary (level-08) and Stenographer (level-06) under Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services, Ministry of Health & Family Welfare. In this regard, draft Recruitment Rules have been prepared, a copy of which is attached.

2. Before finalizing the same, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of this notification on the website of the Ministry of Health and Family Welfare. The comments/objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement before finalizing the Recruitment Rules.

3. The comments may be furnished to undersigned room no.407-A, 'A' Wing, Nirman Bhavan, New Delhi-110011 or May kindly be sent to **bikash.mahato@gov.in**.

Schedule

Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Stenographer	*03 (2024) * subject to variation dependent on workload	General Central Service Group 'B, Non-Gazetted/Non Ministerial.	Level-6, Pay Scale (Rs. 35400-112400).	Not Applicable	Not exceeding 30 years. Note:1 Relaxable for Government Servants upto five years in accordance with the instruction or orders issued by the Central Government. Note:2 The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep)
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.
(7)			(8)		(9)
Bachelors Degree Skill Test on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 50 minutes (English)			Not applicable		Two years for direct recruitment. Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.
Method of recruitment whether	In case of recruitment by promotion/ deputation/	If a Departmental Promotion Committee exists, what is its		Circumstances in which Union Public Service Commission is to be consulted in making	

by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	transfer, grades from which promotion/ deputation/ transfer to be made.	composition.	recruitment.
(10)	(11)	(12)	(13)
By direct recruitment Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under circumstances for a duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts or from Level -5 on regular basis and possessing the qualifications prescribed for Direct recruits at Co1.07.	Not applicable	Group 'B' Departmental Confirmation Committee/Department Promotion Committee; consists of the following composition; 1. Drugs Controller General (India) - Chairman 2. Additional Drugs Controller General (India) - Member 3. Director (Admn.) CDSCO- Member	Consultation with UPSC is Not Necessary.

Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)

Private Secretary	*03 (2024) * subject to variation dependent on workload.	General Central Service Group 'B', Gazetted, Non Ministerial.	Level-8, Pay Scale (Rs. 47600-151100)	Selection.	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.
(7)			(8)		(9)
Not applicable.			Not applicable.		Not applicable.
Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	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.		Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	
(10)	(11)	(12)		(13)	
100% Promotion failing which by Deputation.	Promotion: Stenographers in Level-6, Pay Scale (Rs. 35400-112400) with six years regular service in the grade and having successfully completed two weeks training in subject/ area of work relevant to duties & responsibility of the higher post. Deputation: Officers holding the post of	Group 'B' Departmental Promotion Committee consists of the following composition: 1. Union Public Service Commission- Chairperson/Member; 2. Drugs Controller General (India) – Chairman; 3. Additional Drugs Controller General (India) – Member; 4. Deputy Director Admn. (Drugs) – Member.		Consultation with Union Public Service Commission is Necessary.	

Stenographer under the Central Government:

(a)(i) holding analogous post on a regular basis in the parent cadre or department; -

(ii) with two years regular service in the Stenographers grade in Level 7 in the pay matrix or equivalent in the parent cadre or department.

(ii) with six years regular service in the Stenographers grade in Level 6 in the pay matrix or equivalent in the parent cadre or department.

(b) possessing the essential educational qualification prescribed as under:

Essential:

Bachelors degree from a recognized University/Institute.

Note 1: 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 by more than half of such 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: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'not exceeding 56 years' as on the closing date of receipt of applications.

Note 3: 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, the deputationists shall not be eligible for consideration for appointment by promotion.		
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Name of post.	Number of post.	Classification.	Level in pay matrix or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Principal Private Secretary	*01 (2024) * subject to variation dependent on workload.	General Central Service Group 'A', Gazetted, Non Ministerial.	Level-II, Pay Scale (Rs. 67700-208700)	Selection.	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..
(7)			(8)		(9)
Not applicable.			Not applicable.		2 years for promotee.
Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	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.		Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(10)	(11)		(12)		(13)

<p>100% Promotion failing which by Deputation.</p>	<p>Promotion: Private Secretary in Level-8, Pay Scale (Rs. 47600-151100) with eight years regular service in the grade and having successfully completed two weeks training in subject/area of work relevant to duties & responsibility of the higher post.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government: (a)(i) holding analogous post on a regular basis in the parent cadre or department; - (ii) with five years regular service in the Private Secretary/Stenographer grade in Level 10 in the pay matrix or equivalent in the parent cadre or department. (b) possessing the essential educational qualification prescribed as under: Essential:</p>	<p>Group 'A' Departmental promotion Committee for promotion consisting of:- 1. Union Public Service Commission- Chairperson/Member; 2. Joint Secretary, Ministry of Health and Family Welfare – Chairman; 3. Drugs Controller General (India), DGHS – Member; 4. Director (Admn.), CDSCO – Member.</p> <p>Group 'A' Departmental confirmation Committee consisting of:- 1. Joint Secretary, Ministry of Health and Family Welfare – Chairman; 2. Drugs Controller General (India), DGHS – Member; 3. Director (Admn.), CDSCO – Member.</p>	<p>Consultation with Union Public Service Commission is Necessary.</p>
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Bachelors degree from a recognized University/Institute.

Note 1: 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 by more than half of such 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: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of Central Government shall ordinarily not exceed three years. The Maximum age limit for

	<p>appointment by deputation shall be 'not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: 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, the deputationists shall not be eligible for consideration for appointment by promotion.</p>		
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(Bikash R. Mahato)

Under Secretary to the Government of India