One Deputy Secretary to the Government of India from a Ministry or Department other than the Ministry of Information Technology.

This part shall carry a maximum of 100 marks. The Character Roll Dossiers of the candidates shall be scrutinised for the previous five years and marks will be accordingly allotted by Departmental Promotion Committee.

[F. No. 1(4)/2000-P. III]

P. K. DATTA, Jt. Director

[Advertisement]

1. ध्वनी नाम और प्रारंभ -(1) इन नियमों का ध्वनी नाम सूचना प्राइदीकी मंत्रालय, निजी सहायक विभागीय प्रतिस्पर्धा परीक्षा नियम, 2000 है।

(2) ये राजपत्र में प्रकाशन की तारीख को प्रभाव होगी।

2. परिभाषा - इन नियमों में जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,-

(क) "नियुक्ति प्राप्तवर्षी" से सूचना प्राइदीकी मंत्रालय में भारत सरकार का संबंधित अभियेता है;

(ख) "अनुमोदित सेवा" से निर्णयक तारीख को 4000-100-6000 सूचना वर्ष के वेतनमान में निजी सहायक की क्षेत्री नीति का नियमांकन और निर्णय वेतन से भिन्न है और लंबी अभियौतिता है का संबंधित अभियौतिता है;

(ग) "उपलब्ध प्रतिस्पर्धा" से सूचना प्राइदीकी मंत्रालय में निजी सहायक के पद पर ऐसी प्रतिस्पर्धा अभियौतिता है जो परीक्षा के परिसर के आधार पर भी जानी है;

(घ) "निर्णयक तारीख" से परीक्षा लेने के निर्धारित से सूचित करने वाली अधिसूचना की तारीख के पूर्ववर्ती जनवरी मास की पहली तारीख अभियौतिता है;

(ङ) "परीक्षा" इस अनुसूची में निर्धारित दिन का अभियौतिता निजी सहायक के पद पर भूमिका के लिए सूचित विभागीय प्रतिस्पर्धा अभियौतिता है;

(घ) "मार्च से" से एक जनवरी से प्रारंभ होने वाली और उसी वर्ष के दिसंबर मास की 31 तारीख को समाप्त होने वाली अभियौतिता है;

(च) "अनुसूची" से इन नियमों से उपलब्ध अनुसूची अभियौतिता है;

(ङ) "अनुसूचित क्षेत्र" और "अनुसूचित जनजाति" के बाद अभियौतिता जो उनके भारत के संविधान के अनुसूचित 366 के क्रमांक: खंड (24) और खंड (25) में है।
1. Для усунення необхідно використовувати узагальнюючі інструменти відповідно до специфічних потреб і задач. Це дозволяє продуктивно управління процесом проекту і забезпечує ефективне реалізацію його завдань.

2. Цікаво, що зазначені вище інструменти не тільки підкреслюють важливість взаємодії разних підрозділів, але і допомагають стимулювати творчість та ініціативу команди.

3. Важливо пам'ятати, що для ефективного використання узагальнюючих інструментів необхідно правильно планувати роботу і враховувати специфіку проекту. Це дозволяє забезпечити максимальну продуктивність та ефективність роботи.

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III. Liit

1. Olgu, ettevaatlikku käsitsemiseks, et nüüd on oluline arusaamiseks, kui oleme saanud teada, et otse seisab olgu: a) aeg, b) suurused, c) temperatuur.

2. Kui see võimalik, peab olema võimalik, et oleme saanud teada, et otse seisab olgu: a) aeg, b) suurused, c) temperatuur.

3. Kui see võimalik, peab olema võimalik, et oleme saanud teada, et otse seisab olgu: a) aeg, b) suurused, c) temperatuur.

4. Kui see võimalik, peab olema võimalik, et oleme saanud teada, et otse seisab olgu: a) aeg, b) suurused, c) temperatuur.
NOTIFICATION
New Delhi, the 9th February, 2001

G.S.R. 86(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Electronics (Grade II Stenographer Departmental Competitive Examination) Regulations, 1986, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules for regulating the Departmental Competitive Examination for promotion to the post of Personal Assistant in the Ministry of Information Technology, namely:

1. Short title and commencement.—(1) These rules may be called the Ministry of Information Technology, Personal Assistant Departmental Competitive Examination Rules, 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition.—In these rules unless the context otherwise requires,—

(a) “appointing authority” means the Secretary to the Government of India, Ministry of Information Technology;

(b) “approved service” means three years regular and continuous service in the grade of Stenographer in the pay scale of Rs. 4000-100-6000 on the crucial date;

(c) “available vacancy” means a vacancy in the post of Personal Assistant in the Ministry of Information Technology which is required to be filled up on the basis of the results of the examination;

(d) “crucial date” means the 1st day of January preceding the date of notification conveying the decision to hold the examination.

(e) “examination” means the limited departmental competitive examination for promotion to the post of Personal Assistant held in the manner specified in the Schedule;
(f) "recruitment year" means the period commencing from the 1\textsuperscript{st} day of January and ending on the 31\textsuperscript{st} day of December of the same year;

(g) "Schedule" means the Schedule annexed to these rules;

(h) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings respectively assigned to them in clauses (24) and (25) of article 366 of the Constitution of India.

3. **Conditions of eligibility** – A person appointed on regular basis as Stenographer in the pay scale of Rs. 4000 – 100 – 6000 and having three years regular and continuous service on the crucial date shall be eligible to appear in the examination:

Provided that in the case of a candidate who had been appointed as Stenographer on the results of a competitive examination including a Departmental Competitive Examination, such an examination should have been held not less than three years before the crucial date and he should have rendered not less than two years approved and continued service in that grade, on the crucial date.

4. **Holding of the examination** – (1) The appointing authority shall notify the dates and place of the examination and number of available and anticipated vacancies assessed at the time of announcing the examination. The examination shall be conducted after the expiry of a period of thirty days from the date of notification in the manner specified in the Schedule which may be held before the 31\textsuperscript{st} March of the recruitment year.

(2) The number of vacancies reserved for the Scheduled Castes, the Scheduled Tribes and Other Backward Classes and other special categories of persons shall be clearly indicated in the notification.

5. **Results** – (1) On the basis of the aggregate marks secured by the candidate in the examination, a merit list containing the names of the successful candidates in order of merit shall be notified, keeping in view the number of vacancies and anticipated vacancies, if any, falling in the recruitment year. The standards of evaluation for candidates belonging to the Schedules Castes and the Schedules Tribes shall be as per the Government instructions from time to time.

(2) The candidates for appointment against the available vacancies shall be considered in the order in which their names appear in the merit list prepared under sub-rule (1).
(3) The merit list shall remain in operation till the notified vacancies are filled up or up to a period of 18 months from the date of its approval by the appointing authority or till next merit list is approved by the appointing authority whichever is earlier.

6. Appointment—The inclusion of the name of any candidate in the merit list shall not confer a right to appointment and he shall be appointed by the appointing authority only after satisfying itself that no vigilance or disciplinary case is either pending or contemplated against the candidate and after taking into account his placement in the merit list, the reservation of posts or such other requirements as may be laid down by statutory orders or rules issued by the Central Government, from time to time, in this regard.

7. Removal of name from merit list on resignation, etc.—

(1) In case a candidate after appearing at the examination resigns from the service or whose services are terminated or who is appointed to an ex-cadre post or to any other service and does not have a lien on any of the posts mentioned in rule 3, his name shall not be included in the merit list, or if included shall in the said list be struck off therefrom.

(2) Where a candidate, whose name is included in the said merit list is or has been appointed to an ex-cadre post or is transferred to another Department of the Central Government with the permission of the appointing authority and continue to have a lien on any of the posts mentioned in rule 3, shall not be appointed as Personal Assistant till he resumes the duties in the Ministry of Information Technology on his initial post during the period the merit list remains in force:

Provided that his claim for proforma promotion may be considered by the appointing authority in accordance with the orders and rules of the Central Government, issued in this behalf from time to time.

8. Penalty for impersonation or other misconduct—A candidate, who is or has been declared by the appointing authority to be guilty of—

(i) obtaining support for his candidature by any means; or
(ii) impersonation; or
(iii) procuring impersonation by any person; or
(iv) submitting fabricated documents or documents which have been tempered with; or
(v) making statements which are incorrect or false or suppressing material information; or
(vi) resorting to any other irregular or improper means in connection with his candidature for the examination; or
(vii) using unfair means in the examination hall; or
(viii) misbehaving in the examination hall; or
(ix) attempting to commit or, as the case may be, abetting the commission of all 
or any of the acts specified in clauses (i) to (ix);

may in addition to the criminal proceedings, liable –

(a) to be disqualified by the appointing authority from the examination; or
(b) to disciplinary action, under the appropriate rules.

9. Power to relax – Where the appointing authority is of the opinion that it is 
necessary or expedient to do so, it may, by order and for reasons to be 
recorded in writing, relax any of the provisions of these rules with respect to 
any class or category of persons.

SCHEDULE

(See rule 4)

The examination shall be conducted in the following three parts, namely :-

Part I

Written examination shall carry a maximum of 150 marks. The subject of the 
written examination, the maximum marks allotted to each paper and the time limit 
allowed shall be as follows, namely :-

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<tr>
<th>Paper</th>
<th>Subject</th>
<th>Maximum</th>
<th>Time</th>
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<tr>
<td>1.</td>
<td>General English</td>
<td>50</td>
<td>1-1/2 hours</td>
</tr>
<tr>
<td>2.</td>
<td>General Awareness and knowledge about the working of Ministry of Information Technology</td>
<td>50</td>
<td>1-1/2 hours</td>
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<tr>
<td>3.</td>
<td>General Knowledge of the Constitution of India and Procedure and Practice in Government of India offices and Ministry of Information Technology</td>
<td>50</td>
<td>1-1/2 hours</td>
</tr>
</tbody>
</table>
A qualifying shorthand test in Hindi or in English at 100 w.p.m. and 120 w.p.m. (for those who qualify at written examination).

Scheme of shorthand test will be as follows, namely.--(1) The shorthand tests in English will comprise of two dictation tests. The first dictation test will be for a maximum of 75 marks. This test will be at 100 words per minute for ten minutes, which the candidates will required to transcribe in 50 minutes. The second dictation test will be at 120 words per minute for seven minutes which the candidates will be required to transcribe in 45 minutes. The second dictation test will also be for a maximum of 75 marks. Candidates who qualify in either of the two tests, namely, at 100 words per minute or 120 words per minute will be deemed to have qualified in the shorthand test. The final marks in Part II shall be the total of the marks obtained in the two tests.

2. The shorthand tests in Hindi will be similarly conducted, the one at 100 words per minute being for ten minutes and the one at 120 words per minute being for seven minutes which the candidates shall be required to transcribe in 65 and 60 minutes respectively.

2. Subjectwise syllabus for the examination shall be as follows, namely :-

(i) General English—This paper is designed to test the candidate’s knowledge of English Grammar and Composition, and generally the power to understand and ability to write correct English. The paper may include questions on precis writing, drafting, correct use of words, idioms and propositions, direct and indirect speech, etc., and composition writing on a given theme.

(ii) General Awareness and knowledge about the working of Ministry of Information Technology—General Awareness – Question will be aimed at testing the candidate’s knowledge of general awareness about the Indian Constitution, Indian Geography, Culture, Economic Scene, General Policy, Scientific research and National and international Current Affairs including knowledge about Ministry of Information Technology and its attached / subordinate offices.

(iii) General Knowledge of Constitution of India and Procedure and Practice in Government of India offices and Ministry of Information Technology—This paper is designed to test the candidate’s knowledge of the Constitution of India and of the Office Procedure and Practice in the Government of India Secretariat and attached offices and the Ministry of Information Technology. The candidates are expected to study the Constitution of India, manual of Office Procedure and Notes on Office Procedure issued by the Institute of Secretariat Training and
Management along with special features of the Ministry of Information Technology.

3. The candidate are allowed to answer paper (ii) or paper (iii) of the written test or both of these papers either in Hindi (Devanagari) or in English. Paper (i) must be answered in English by all the candidates.

Note 1 – The option for paper (ii) or paper (iii) or both shall be for a complete paper and not for different questions in the same paper.

Note 2 – The option once exercised shall be treated as final and no request for change shall be entertained later on. No credit shall be given for examination taken in a language other than the one opted for by the candidate.

3. Credit will be given for neat and methodical expression of ideas with due economy of words, in the written answers.

4. The minimum qualifying marks in Part I and in each of the three subjects will not be less than 40 per cent and in aggregate it will not be less than 50 per cent.

PART III

Evaluation of the records of service of the candidate by a Departmental Promotion Committee consisting of :-

(1) The Joint Secretary (Personnel) to the Govt. of India, Ministry of Information Technology.

(2) The Joint Director, Ministry of Information Technology

(3) One Deputy Secretary to the Government of India from a Ministry or Department other than the Ministry of Information Technology.

This part shall carry a maximum of 100 marks. The Character Roll Dossiers of the candidates shall be scrutinised for the previous five years and marks will be accordingly allotted by Departmental Promotion Committee.

[P. No. 1(4) 2000-P III]

P. K. DAFTA Jr. Director