



संख्या/No.: भा.व.स./BSI – 69/02/2022-Estt.

दिनांक/Date: 16/02/2023

MEMORANDUM

In pursuance of the MoEF&CC's letter vide F. No. 01/13/2022-CSB dated 14th February, 2023 instructing therein to place the draft Recruitment Rule for the post of Junior Administrative Officer in BSI on the website of Botanical Survey of India (in terms of DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015), it is hereby uploaded on the official website of BSI (www.bsi.gov.in) for inviting comments, if any, on the issue, from the stakeholders to finalize the same in consultation with the competent authority within a period of 30 days.

(C. Murugan)

Scientist 'E' & Head of Office

Copy to:

- i. Dr. Kumar Avinash Bharti, Scientist 'D', CNH with a request to upload on the BSI's website under recruitment rule section for a period of 30 days.
- ii. The Secretary to the Govt. of India, Ministry of Environment, Forest & Climate Change, Indira Priyavaran Bhavan, Aliganj, Jorbagh Road, New Delhi – 110003 (Kind attention: Smt. Geeta Bhatnagar, US, CSB) for information with reference to F. No. 01/13/2022-CSB dated 14/02/2023 and to inform you that, necessary changes/ inclusion has been made in Col. No. 7 & 11 as per instruction.

ANNEXURE – III: Form filled up by BSI while forwarding amendment proposals to the MoEF&CC

1. (a) Name of the post: *Junior Administrative Officer*

(b) Name of the Ministry/ Department: *Ministry of Environment, Forest & Climate Change, Botanical Survey of India.*

2. Reference Number in which Commission's advice on recruitment rules was conveyed: *Not Applicable*

1. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendment should be enclosed, duly flagged and referenced): MoEF&CC's Notification vide GSR No. 9(E), dated 03rd January, 2013.

4.

Col. No. in Principal Rect. Rule (PRR)	Provision in the approved rules	Revised Provisions Proposed	Reasons for the revision Proposed
1. Name of the post	Junior Administrative Officer	No revision proposed	NA
2. No. of post	7* (2012) *Subject to variation dependent on workload.	No revision proposed	NA
3. Classification	General Central Service, Group 'B', Gazetted, Ministerial.	No revision proposed	NA
4. Scale of Pay	Pay Band-2: Rs. 9300-34800 plus grade pay Rs. 4600.	Rs. 44900-142400/- (level-7 in the pay matrix of the 7 th CPC)	As per CCS (RP) Rules, 2016
5. Whether Selection post or non selection post	Selection	No revision proposed	NA
6. Age limit for Direct recruits	Not applicable	No revision proposed	NA
7. Educational and other qualification required for direct recruits	Not applicable	Not applicable	NA
8. Whether age and educational qualifications prescribed for Direct Recruits will apply in the case of promotes	No	No revision proposed	NA
9. Period of probation, if any	Not applicable	No revision proposed	NA
10. Method of recruitment whether by DR or by Promotion or by deputation/ transfer and % of vacancies to be filled by various methods	By promotion, failing which by deputation.	No revision proposed	NA
11. In the case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ Deputation/ Transfer to be made.	Promotion: Office Superintendent in pay band-2 Rs. 9300-34800 plus grade pay of Rs. 4200 with five years' regular service in the grade. Note 1: Office Superintendents, who are in the zone of consideration for promotion, will have to participate and successfully complete level 'B' training program to be conducted by Institute of Secretariat Training and Management before being considered for promotion to the post of Junior Administrative officer. Note 2: Where juniors who have completed their qualifying	Promotion: Office Superintendent in Pay Level-6 (Rs. 35400-112400/-) with 05 (five) years' regular service in the grade and successfully completed mandatory training of two to four weeks in Administration, Establishment and Accounts. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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	As per model RR vide DoPT O.M. No. AB-14017/18/2012-Estt(RR) dated 16.08.2013

or eligibility service are being considered for promotion, their seniors 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 two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.

Note 3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 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(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

Deputation:

Officers of the Central Government or State Government, (a)(i) holding analogous post on a regular basis; or (ii) with five years' regular service in pay band-2 Rs. 9300-34800 plus grade pay of Rs. 4200; and

Possessing the following qualification and experience:

(b)(i) Bachelor's degree from a recognized University;

(ii) having experience in administration, establishment, stores and accounts matters.

Note 1: 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 organization or Department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of the applications.

Note 3: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputationists will not be eligible for consideration for appointment by promotion.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the

two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st 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 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(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

Deputation:

Officers of the Central Government/ State Government/ UTs

(a)(i) holding analogous post on a regular basis; or

(ii) with five years' regular service in pay level-6 (Rs. 35400-112400); and

Possessing the following qualification and experience:

(b) (i) Bachelor's degree from a recognized University;

(ii) having 02 years experience in administration, establishment, stores and accounts matters.


Note 1: 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 organization or Department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of the applications.

Note 3: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputationists will not be eligible for consideration for appointment by promotion.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st 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 except where there has been merger of more

	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(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.	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(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.	
12. If departmental promotion committee exists, what is the composition	Group 'B' Departmental Promotion Committee (for considering promotion) consisting of: 1. Advisor or Joint Secretary (in-charge of Botanical Survey of India in the Ministry – Chairman; 2. Director or Deputy Secretary, (Conservation and Survey), Ministry of Environment, Forest & Climate Change – Member 3. Director, Botanical Survey of India - Member	No revision proposed	NA
13. Circumstances in which UPSC is to be considered	Consultation with Union Public Service Commission necessary while appointing an officer on deputation.	No revision proposed	NA


 वैज्ञानिक ई. व. कार्यालय अध्यक्ष
 Scientist-E & Head of Office
 भारतीय वनस्पति सर्वेक्षण/Botanical Survey of India
 सी.जी.ओ. कॉम्प्लेक्स, साइट लेक सिटी
 CGO Complex, Salt Lake City
 कोलकाता-700 068/Kolkata-700 064