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Directorate General of Ordnance Services  
Master General of Ordnance Branch  
Integrated HQ of MOD (Army)  
New Delhi PIN 110105

A/24824/RR/OOC(A)/OS-8D

16 Dec 2016


To,

The Members of Clerical Cadre of Army Ordnance Corps

**UPLOADING OF DRAFT RECRUITMENT RULES FOR THE POST  
OF ORDNANCE OFFICER CIVILIAN (ADM) IN ARMY ORDNANCE  
CORPS ON MINISTRY OF DEFENCE WEBSITE FOR INVITING  
COMMENTS FROM STAKEHOLDERS**

1. Para 2 of DoP&T OM No AB-14017/61/2008-Estt.(RR) dt 13 Oct 2015 stipulates that "before referring any proposal for framing/amendment in the Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DoP&T, UPSC and Ministry of Law for finalisation".
2. As such, the draft Recruitment Rules of Ordnance Officer Civilian (Adm) Group 'B' Gazetted Non-Ministerial, Level 7 in the Pay Matrix (Rs 44,900-1,42,400) in Army Ordnance Corps under Ministry of Defence is being uploaded on the website of Ministry of Defence.
3. The comments of stakeholder are invited on draft Recruitment Rules of the Ordnance Officer Civilian (Adm), in writing, at the following address within 30 days from the date of uploading of draft Recruitment Rules:-

Director  
MGO/OS (Pers)  
Room No. 405, 'B' Wing  
IHQ of MoD (Army)  
Sena Bhawan  
New Delhi- 110 105

  
(Deepak Kumar)  
Col  
Dir OS (Pers)  
for DG OS

(TO BE PUBLISHED IN PART II, SECTION-4 OF THE GAZETTE OF INDIA)

GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

New Delhi, the-----,2016

Notification

S.R.O. \_\_\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution, and in supersession of the Ministry of Defence, Army Ordnance Corps, Ordnance Officers Civilian (Administration) Group "B" Post Recruitment Rules, 2005, published vide S.R.O. 128, dated the 30<sup>th</sup> Nov, 2005 in the Gazette of India, Part II, Section 4, dated 11 Dec 2005 by the Government of India in the Ministry of Defence, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Ordnance Officer Civilian (Administration) in the lower formation of Army under Ministry of Defence, namely in the Army Ordnance Corps, namely:-

1. **Short title and Commencement.**- (1) These rules may be called the Ministry of Defence, Army Ordnance Corps, Ordnance Officer Civilian (Administration) Group 'B' Gazetted Post Recruitment Rules, 2016

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

2. **Number of posts, classification, and Level in the Pay Matrix.**-The number of post, its classification and the level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age limit, qualifications, etc.**- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. **Disqualification.**- No persons,-

(a) Who has entered into or contracted a marriage with a person having a spouse living,  
or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.** - Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving.**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Caste, the Scheduled Tribes, Ex-Serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



## SCHEDULE

Name of the post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
1	2	3	4	5
Ordnance Officer Civilian (Administration)	49*(2016)	General Central Service Group 'B' Gazetted Non- Ministerial	Level 7, (Rs 44,900-1,42,400)	Selection

\*Subject to variation dependent on workload.

Age limit for direct recruits	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	Method of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made
6	7	8	9	10
Not applicable	Not applicable.	Not applicable	Not applicable	100% Promotion Who have successfully completed mandatory training of 2-4 weeks in the relevant area from the institute to be prescribed by the Administration Division.

In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	If a departmental promotion committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
11	12	13
<p><b>Promotion:</b> Office Superintendent with five year regular service in the Level 6 of the Pay Matrix (Rs 35,400- 1,12,400)</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would 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.</p> <p><b>Note:</b> For existing incumbents on the date of notification, these rules will be applicable for Office Superintendent having three years regular service in the grade.</p>	<p>Group 'B' Departmental Promotion Committee:-</p> <ol style="list-style-type: none"> <li>1. Director General Ordnance Services - Chairman</li> <li>2. Additional Director General Ordnance Services (Clothing, Necessarily and Administration) - Member</li> <li>3. A Nominee of Master General Ordnance not below the rank of Lt. Col./Civilian Staff Officer - Member</li> </ol>	<p>Consultation with Union Public Service Commission not necessary.</p>

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(DALPAT SINGH)  
Under Secretary to the Government of India

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Authenticated

(T Suresh Kumar)  
Dy Dir OS(Pers)

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Publish

(DALPAT SINGH)  
Under Secretary to the Government of India