

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 26th November, 2009

RECRUITMENT AND CONDITIONS OF SERVICE ORDER **(No. 5/2009)**

Subject :- Scheme of *in situ* promotion.

In exercise of the powers conferred by sub-rule (2) of Rule 4 and Rule 5 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman, Rajya Sabha, hereby, makes the following Order amending the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, with immediate effect, namely :-

1. Short title

This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) (Amendment) Order, 2009.

2. Amendment of the Order

In the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, below Para-6A of the Rajya Sabha Secretariat Recruitment and Conditions of Service Order dated 25th August, 2009, the following shall be inserted :-

6B. *In situ* promotion

- (i) *In situ* promotions as provided herein will only be available for promotion upto the grade of Joint Director or equivalent in any Service of the Secretariat.
- (ii) A person holding a post in any grade may be promoted to the next higher grade in his / her line of promotion on *in situ* basis on completion of 8.5 years of service in the grade in which he / she is working or 13.5 years of combined service in the grade in which he / she is working and the grade immediately lower to that, whichever is less.
- (iii) Where juniors who have completed their qualifying/eligibility service for *in situ* promotion are being considered for *in situ* promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service for *in situ* promotion by more than half of such service and have completed the prescribed residency period in their present grade, for *in situ* promotion alongwith their juniors who have already completed such service.
- (iv) The *in situ* promotion as provided in (ii) above, is to be made only when the person is assessed fit for promotion with reference to the prescribed benchmark for promotion to the higher grade and has completed the prescribed residency period in his present grade and is eligible for regular promotion to the higher grade as per recruitment rules.

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- (v) On such *in situ* promotion, the post held by the person, shall stand temporarily upgraded to the next higher grade. The upgradation shall be personal to the person concerned and the post shall revert back to its original grade once the person gets adjusted against a regular vacancy in the grade to which he / she has been promoted on *in situ* basis or on his / her vacating the post on account of retirement, resignation or any other reason.
- (vi) The person promoted on *in situ* basis may be required to perform duties of the post from which he / she was so promoted till such time he / she gets adjusted against a regular vacancy in the grade to which he / she has been promoted on *in situ* basis.
- (vii) The services rendered by a person promoted on *in situ* basis in a grade shall count for promotion to the next higher grade but the promotion to next higher grade shall be made only after the person promoted on *in situ* basis gets adjusted against a regular vacancy in the grade.
- (viii) The regular vacancies in a grade arising from time to time shall be filled in accordance with the recruitment rules and other applicable instructions. The persons promoted on *in situ* basis shall be adjusted against regular vacancies in the grade as and when they would have been promoted against such vacancies but for their *in situ* promotion. To the extent, such persons are adjusted against regular vacancies, these shall be deemed to have been filled up by promotion.
- (ix) For purposes of seniority, the persons promoted on *in situ* basis to any grade in any year shall be ranked in order of their seniority below the last person appointed to that grade against vacancies of that year or carried forward vacancies of previous years. The slots in the seniority list in subsequent year against which such persons would have been promoted but for their *in situ* promotion, shall be left vacant. However, for purposes of reservation where applicable and for determination of the remaining vacancies to be filled by promotion quota, the vacancies against which such persons would have been promoted but for their *in situ* promotion, shall be deemed to have been notionally filled by such persons for such purposes.

V. K. AGNIHOTRI
SECRETARY-GENERAL

No. RS/14/2009-Perl.

Dated the 26th November, 2009

Copy to :-

- 1. Office of the Hon'ble Chairman, Rajya Sabha**
- 2. Office of the Secretary-General**
- 3. P.S. to Secretary**
- 4. P.A. to J.S. (D)**
- 5. Gradation List File**
- 6. DGACR, (CAP), New Delhi**
- 7. All Officers/Sections/PSs/PAs etc. & Pay & Accounts Office, Rajya Sabha**

(D. B. SINGH)
JOINT SECRETARY