

INDIAN FOREIGN SERVICE BRANCH 'B' (RECRUITMENT, CADRE, SENIORITY AND PROMOTION) RULES, 1964 (AS AMENDED UPTO 17th NOVEMBER, 2008)

In exercise of the powers conferred by the proviso to article 309 of the constitution and all other powers enabling him in this behalf, the President hereby makes the following rules, namely;

CHAPTER – I

GENERAL

1. Short title and commencement - (1) These rules may be called the Indian Foreign Service, Branch 'B' (Recruitment, Cadre, Seniority and Promotion) Rules, 1964.

(2) They shall come into force on the first day of June, 1964.

2. Definitions - In these rules, unless the context otherwise requires:

(a) "*Appointed day*" means the date on which these rules shall come into force:

(b) "*approved service*" in relation to any Grade means -

i) in respect of an officer recruited directly to that grade, period or period of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of year, following the year in which the examination for direct recruitment was held;

ii) in respect of an officer recruited to that grade through departmental examination, period or periods of regular service rendered in that grade including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year for which such examination was held;

iii) in respect of an officer recruited to that grade on the basis of length of service in the lower grade, period or periods of regular service rendered in that year, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post from the first day of July of the year for which recruitment was made:

Provided that where there is a delay of more than ninety days in joining on appointment in any of the cases mentioned in sub clauses (i), (ii) and (iii) above, such delay should not be due to any fault on part of the officers. @@

(c) "*cadre*" means the group of posts in the Grades of the service specified in rule 3 and also includes temporary additions to the strength of the service;

(d) "*cadre officer*" in relation to any Grade means a member of the service of that Grade and includes a temporary officer approved for long term appointment to that Grade;

(e) "*Commission*" means the Union Public Service Commission;

(f) "*controlling authority*" means the Government of India in the Ministry of External Affairs;

*(g) "*direct recruit*" means -i) in relation to Grade VI of the General Cadre and Grade III of the Stenographers' Cadre, a person recruited on the basis of a competitive examination held by the Staff Selection Commission.

ii) in relation to other Grades, a person recruited on the basis of a competitive examination, other than a departmental competitive examination, held by the Commission.

* Amended vide Notification (1) No.67-GA/71 dated 28.2.1970 (2) No.44/GA/71, dated 19.3.71 (effective from 1.8.1969) and (3) No. 45-GA/71, dated 19.3.1971 (effective from 22.11.1970).

@@ Amended vide Notification No. Q/CAD/792/1/95 dated 11.12.95

(h) "*duty post*" in relation to any Grade means a permanent or temporary post of that Grade in the cadre;

(i) "*Government*" means the Government of India except as other wise specified in these rules;

(j) "*Grade*" means any of the Grades specified in rule 3;

(k) "*Initial Constitution*" means the constitution of the service as on the first day of August, 1956, recruitment rules for which had been prescribed separately;

(kk) "*Staff Selection Commission*" means the Staff Selection Commission of the Department of Personnel in the Ministry of Home Affairs.

(Amended vide notification No. 59-GA/72, dated 10.4.1973).

(l) "*Long term appointment*" means appointment for an indefinite period as distinguished from a purely temporary or ad-hoc appointment, like appointment against a leave or other local vacancy of a specified duration;

(m) "*permanent officer*" in relation to any Grade means person who has been substantively appointed to a substantive vacancy in that Grade;

+(mm) Omitted.

(+ Vide Notification No. 59/GA/72, dated 10.4.1973).

(n) "*Probationer*" means a direct recruit appointed to Grade on probation in or against a substantive vacancy;

(o) "*Select List*" in relation to a Grade means a Select List prepared in accordance with the regulations made under the relevant recruitment rules for that Grade;

(p) "*Service*" means the Indian Foreign Service, Branch ' B ';

(q) "*Temporary Officer*" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service - There shall be the following Grades in the Indian Foreign Service, Branch 'B', and they shall be classified as follows:

Grade	Designation	Classification	Character
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GENERAL CADRE

Grade-I	Under Secretaries at Hqrs. First Secretaries and Second Secretaries in Missions or Posts abroad.	Group-A (Gazetted)	Non-Ministerial
Integrated Gr.II & III	Attaches and Section Officers at Hqrs., Vice Consuls and Registrars in Missions or Posts abroad.	Group-B (Gazetted)	Ministerial
Grade-IV	Assistants at Hqrs. and in Missions or Post abroad.	Group-B (Non-Gazetted)	Ministerial
Grade-V	Upper Division Clerks at Hqrs. and in Missions or Posts abroad.	Group-C (Non-Gazetted)	Ministerial
Grade-VI	Lower Division Clerks at or Posts abroad	Group-C (Non-Gazetted)	Ministerial

STENOGRAPHERS' CADRE

Selection Grade.	Personal Secretaries at Hqrs. and in Missions or Posts abroad.	Group-B (Gazetted)	Ministerial
Grade-I	Senior Personal Assistants at Hqrs. and in Missions or Posts abroad.	Group-B (Gazetted)	Ministerial
Grade-II	Personal Assistants at Hqrs. and in Missions or Posts abroad.	Group-B (Non-Gazetted)	Ministerial
Grade-III	Stenographers at Hqrs. and in Missions or Posts abroad.	Group-C (Non-Gazetted)	Ministerial

gCYPHER SUB-CADRE

Grade-I	Cypher Superintendents at Hqrs. and in Missions or Posts abroad.	Group-B (Gazetted)	Ministerial
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Grade-II	Cypher Assistants at Hqrs. and in Missions or Posts	Group-B (Non-Gazetted)	Ministerial
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NOTE: In future, there will be no recruitment to Grade-I of the Cypher Sub-Cadre.

(2) Notwithstanding anything contained in sub-rule (1) persons who were members of the former Grade-II of the General Cadre of the Service and who elected Group-A status in the Integrated Grades-II and III of the General Cadre of the Service constituted with effect from the first day of July, 1959, shall continue to retain their existing Group-A status.

4. Authorized permanent strength and temporary strength of the service - (1) The authorized permanent strength of the various Grades of the Service on the appointed day shall be as specified in the Schedule.* (*Not included).

(2) After the appointed day, the authorized permanent strength of the various Grades shall be such as may, from time to time, be determined by the Government.

(3) The controlling authority may make temporary additions to the cadre as it may deem necessary from time to time.

5. Departmental Promotion Committees and Establishment Boards. The composition and functions of the Departmental Promotion Committees and Establishment Boards for purposes of confirmation, promotion, etc., shall be such as is set out in regulations made by the Controlling Authority, in consultation with the Commission, wherever necessary.

CHAPTER - II

APPOINTMENTS AND PROMOTIONS TO CADRE POSTS

6. Power to hold duty posts in abeyance or to declare them ex-cadre (1) The Controlling authority may hold in abeyance any permanent or temporary cadre post.

(2) Any duty post in a Grade may be declared by the Controlling Authority to be excluded from the cadre:

i) if such a post is required, for the time being, to be filled by the appointment of persons possessing special or technical qualifications or experience, or

ii) if it is necessary, for the time being, to fill such a post by a person other than a cadre officer of the appropriate Grade, and on such a declaration being made, the post shall remain excluded from the cadre so long as the said declaration remains in force.

***7. Power to post against equivalent post** - (1) The controlling authority, if it is satisfied that it is in the public interest to do so.

i) may post an employees of the Integrated Grades II and III of the General Cadre against a post in the Selection Stenographers' Cadre and in exchange, post an employee of the Selection Grade of the Stenographers' Cadre against a post in the Integrated Grades II and III of the General Cadre.

ii) may post a Cypher Assistant of the Cypher Sub-cadre against a post in Grade IV of the General Cadre.

(2) An employee posted under sub-rule (1) shall continue to draw the Grade pay admissible to him from time to time in his own Grade.

(* Amended vide M.E.A. Notification No. 44-GA/71, dated 19.3.1971 w.e.f. 1.8.1969).

8. Deputation of members of the Service - The Government may, at any time, depute a member of the Service to post, equivalent to or higher than that held by him in the Service, in any other Central Service or in an International Organisation or under a foreign employer. A member of the Service so deputed shall be shown against a post in the deputation reserve.

Provided that the period of deputation shall not exceed three years in the first instance although the Government may extend the same by further periods not exceeding three years at a time.

9. Posting of Cadre Officers - Every officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

***10. Duty posts to be held by Cadre Officers** - Every duty post in a Cadre shall, unless declared to be excluded from the Cadre or held in abeyance for any reason under rule 6 or utilised otherwise in accordance with rule 7, be held by a Cadre Officer of the appropriate Grade.

(* Amended vide notification No. 4S-GA/71, dated 19.3.1978 w.e.f. 1.8.1969).

11. Substantive appointments in the Service - All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specific duty post in that Grade.

12. Recruitment to Grade I of General Cadre : “(1) Subject to the provisions of sub-rule (2), vacancies in Grade I of the General Cadre shall be filled by promotion of the regular officers of the Integrated Grades II and III of the General Cadre.

[Amended vide G.S.R. 738(E) dated 17th October, 2008]

(2) No person shall be eligible for promotion to Grade I of the General Cadre unless he has rendered at least eight (8) years' of approved service in his respective Grade:

Provided that if any officer of the Integrated Grades II and III of the General Cadre is considered for promotion to Grade I of the General Cadre under this rule, all officers senior to him in the Grade and belonging to the Scheduled Castes or the Scheduled Tribes, who have rendered not less than four years' of approved service in the Grade, shall also be considered for promotion.

(3) (a) Notwithstanding anything contained in sub-rules (1) and (2) vacancies in Grade I decided to be filled up from among members of the Scheduled Castes or the Scheduled Tribes, and for which eligible officers are not available, shall be filled on the basis of results of a Limited Departmental Competitive Examination held by the Commission from time to time, in order of their merit.

(b) The Limited Departmental Examination, referred to in clause (a) shall be held in accordance with the regulations made by the Government of India in the Ministry of External Affairs.

(4) Omitted #

(5) Omitted #

(6) Omitted #

(vide Notification No. Q/CAD/792/1/95 dated 11/12/95)

(7) For the purpose of the rule, the Controlling Authority in consultation with the Commission:

- i) Shall prepare a Select List for Grade I of the General Cadre on the basis of selection from amongst officers eligible for promotion under sub-rule (i) and
- ii) may revise such Select List from time to time.

(8) The Select List referred to in sub-rule (7) shall be prepared and revised in accordance with regulations made in this behalf by the Controlling Authority in Consultation with the Commission.

(9) Notwithstanding anything contained in sub-rules (1) to (8), any vacancy in Grade I of the General Cadre may, in exceptional cases and in public interest, be filled by the Controlling Authority, in consultation with the Commission, by transfer of an officer holding a permanent Group 'A' ex-cadre post in the Ministry of External Affairs.

(10) Seniority of an officer referred to in sub-rule (9) in Grade I of the General Cadre shall be such as may be determined by the Controlling Authority in consultation with the Commission.

13. Recruitment to posts in the Integrated Grades II and III of the General Cadre :-

(1) Omitted vide notification No. G.S.R. 790(E). dt. 17.11.08 (file No. Q/CAD/792/1/2006 dt. 12.11.2008).

*(2) The Select List for promotion to Integrated Grades II and III shall be prepared in the following manner:-

* Substituted vide notification No. G.S.R. 790(E). dt. 17.11.08 (file No. Q/CAD/792/1/2006 dt. 12.11.2008).

(i) twenty percent of the vacancies in a recruitment year shall be filled by persons to be promoted on the basis of Section Officers' and Stenographers' (Grade 'B' and Grade-I) Limited Departmental Competitive Examination to be held by the Commission for this purpose from time to time; and

(ii) eighty percent of the vacancies shall be filled by persons to be promoted on the basis of seniority subject to the rejection of the unfit of the officers of the Grade IV of the General Cadre and Grade II of Cypher Sub-cadre who have rendered not less than eight years of approved service in any one Grade or both the Grades:

Provided that if any officer referred to in clause (ii) is considered for promotion to the Integrated Grades II and III of the General Cadre in accordance with the provisions of this rule, all persons senior to him in that Grade and belonging to the Scheduled Castes or the Scheduled Tribes, who have rendered not less than four years' approved service in their respective Grades shall also be considered for promotion.

(3) Vacancies in the Integrated Grade II and III of the General Cadre shall be filled from Grade IV of the General Cadre and Grade II of the Cypher Sub-cadre in the ratio of 7 : 2.

(Substituted vide notification No. G.S.R. 790(E). dt. 17.11.08 (file No. Q/CAD/792/1/2006 dt. 12.11.2008).

**** (14). Recruitment to Grade IV of the General Cadre:-**

(1)(a) 50 percent of the substantive vacancies in Grade-IV of the General Cadre shall be filled by direct recruitment on the results of an open competitive examination held by the Commission for the purpose from time to time and the remaining vacancies shall be filled by the substantive appointment of persons included in the Select List for this Grade in the order of seniority in the Select List except when for the reasons to be recorded in writing, a persons is not considered fit for such appointment in his turn.

Provided that if sufficient number of candidates are not available from the examination held by the Commission for filling up the vacancy in the cadre in any year, the unfilled vacancies in the direct recruitment quota in that years shall be filled by substantive appointment of persons included in the Select List for the Assistants Grade in that cadre.

(aa) Notwithstanding anything contained in sub-rule (1)(a) substantive vacancies reserved for direct recruitment as on 30.6.80 against which direct recruits have been appointed till that date, plus fifty per cent of the number of such substantive vacancies in the cadre may be filled by substantive appointments made after the date of commencement of the Indian Foreign Service, Branch 'B' (Recruitment, Cadre, Seniority and Promotion). Third Amendment Rules, 1980, of persons included in the Select List for Assistants Grade in that cadre.

NOTE:- For the purpose of calculating the number of substantive vacancies reserved for direct recruitment as on 30th June, 1980 in the cadre, vacancies already reported to the commission for being filled through the Assistants' Grade Examination, 1979, shall be excluded.

(b) Temporary vacancies in Grade-IV of the General Cadre shall be filled by the appointment of persons included in the Select List for this Grade. Any vacancies remaining unfilled thereafter shall be filled by the temporary promotion on the basis of seniority cum fitness, subject to the rejection of the unfit of the employees of Grade-V of the General Cadre, who have rendered not less than five years of approved service in that Grade. Such promotion shall be terminated when persons included in the Select List for, Grade IV become available to fill the vacancies.

(2) The vacancies for inclusion in the Select List referred to in sub-Rule(1) shall be filled by promotion on the basis of seniority-cum-fitness from among the employees of Grade-V of the General Cadre who have rendered not less than five years approved service in that Grade.

Provided that if any persons appointed to Grade-V is considered for promotion to Grade-IV under this Sub-Rule, all persons senior to him in Grade-V shall also be considered notwithstanding that they may not have rendered five years' approved service in Grade-V.

15. Recruitment to Grade-V of the General Cadre:- All vacancies in Grade-V of the General Cadre shall be filled by promotion on the basis of seniority subject to the rejection of the unfit, from persons included in Grade-VI of the General Cadre who have rendered not less than eight years of approved service in that Grade. The period of eight years specified for promotion may be relaxed, in special circumstances, by the controlling authority.

Provided that if any persons appointed to such a Grade before the appointed day is considered for promotion to Grade-V of the General Cadre, in accordance with the provisions of this rule, all persons senior to him in that Grade shall also be considered, notwithstanding that they may not have rendered eight years of approved service in that Grade.

16. Recruitment to Grade-VI of General Cadre:-*(1) Vacancies in Grade-VI shall be filled in the following manner, namely :-

(1) Fifteen percent of vacancies may be filled by appointment of Group D employees working in the Ministry of External Affairs, in the following manner, namely :-

(a) Five percent of the vacancies may be filled on the basis of qualifying examinations held for this purpose by the Staff Selection Commission; and

(b) Ten percent of the vacancies may be filled on the basis of seniority, subject to the rejection of the unfit, from amongst those Group-D employees who are within the range of seniority prescribed by the Controlling Authority and are educationally qualified for appointment as Lower Division Clerks, i.e. who have passed the Matriculation or an equivalent examination of a recognised Board or University.

Provided that if sufficient number of persons do not become available, the vacancies shall be filled in the manner prescribed in clause (ii):

Provided further that if more such employees than the number of vacancies available under this clause qualify at the said examination, such excess employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

(ii) Eighty Five per cent of the vacancies or such higher percentage as may be determined by the Controlling authority in accordance with the provision to clause(i), shall be filled by the direct recruitment on the basis of competitive examination held for the purpose by the Staff Selection Commission.

Provided that to the extent to which a sufficient number of qualified candidates of the competitive examination, referred to in clauses(i) and (ii) are not available for appointment on the result of such examination, the vacancies may be filled, provisionally or on a regular basis in such manner as may be determined by the Controlling Authority.

(* Amended vide Notification No.(i) 52-GA/68, dt.6.9.68(ii) 66-GA/70, dt. 26.2.70, (iii) 45-GA/71, dt.19.3.71, effective from 21.11.70, (iv) 8/CAD/80, dated 20.1.1981) and (v) vide MEA Notification No. 1-CAD/93 dated 6/1/94.)

** (1-A) Notwithstanding anything contained in sub-rule (1) Vacancies in Grade VI of the Service may be filled also by appointment of persons holding the posts of Telephone Operator in the Ministry of External Affairs (Wherever they may be employed) who have been declared qualified for induction to Grade VI of the Service on the results of an examination held for this purpose by the Staff Selection Commission.

** (Added vide Notification No. 122-GA/74, dated 16.9.1974.).

*(1-B) The qualifying examination referred to in sub-rule (1-A) shall be held in accordance with regulation made by the Government.

*(Added vide Notification No. 122-BA/74, dt. 16.9.74)

(2) The Controlling Authority shall specify the number of vacancies in Grade VI to be filled on the results of the Competitive Examination referred to in Sub-rule (1).

(3) Substantive appointment to substantive vacancies in the Grade other than those to be permanently filled in pursuance of any order made under Sub-rule (2) shall, in the first instance, be made from among the temporary employees of grade who have either passed typewriting for Grade VI held by the Staff Selection Commission or have been specifically exempted therefrom by the Government and shall thereafter, if any vacancy is left unfilled, be made from among the remaining temporary employees of the Grade. The appointment shall in either case be made in the order of seniority of the temporary employees except when, for reasons to be recorded in writing, a person is not considered fit for substantive appointment in his turn.

** (4) Notwithstanding anything contained in sub-rule (1) and (2), the Controlling Authority may fill such percentage of vacancies as will not cause reservations, under all categories to exceed substantively or significantly fifty percent of the vacancies arising in a year in a manner otherwise than provided for in these rules, by appointment of a son or daughter or wife or husband or brother or sister of a Government Servant who dies during the period of his service or is *** retired on medical ground under article 441, read with article 452 and 454 of the civil services regulations.

(** Amended vide Notification No. 45-GA/71, dt. 19.3.71 effective from 21.11.70) and No.1-GA/79, dt.18.9.79).

(*** Inserted vide Notification No.59-GA/72, dated 10.4.73).

@17. Initial appointment to the different Grades of the Stenographers' Sub-Cadre on 1st August, 1969-(i). The permanent and temporary officers of each Grade on 1st August, 1969 shall be such as may be determined by the Controlling Authority from amongst departmental candidates. For the purposes of this rule, the following shall be considered as departmental candidates, viz.:-

(@ Amended vide Notification No.44-GA/71, dated 19.3.71).
(effective from 1.8.1969).

(a) Persons who immediately before 1st August 1969 have been regularly appointed to the post of Grade I and Grade II of the Stenographers' Cadre.

*(aa) Persons who immediately before the 3rd April, 1971, the date of publication of the Indian Foreign Service Branch "B" (Recruitment, Cadre, Seniority and Promotion) (Amendment) Rules, 1971, in the Gazette of India, have been regularly appointed to the posts in Grade V and VI of the General Cadre and performing duties of steno-typists and drawing a special pay for the same.

*(Added vide Notification No.119-GA/73 dated 4.3.1973).

(b) persons who on 1st August, 1969, hold any of the posts in Grade I and Grade II mentioned in clauses (a) in a permanent or temporary capacity, wherever they may be employed on that date and persons belonging to the Grades V and VI of the General Cadre who may be on deputation in public interest to posts of stenographer, Personal Assistant or other similar posts in whose case it is certified that but for deputation they would have continued to hold the posts of steno-typists.

(2) For the purpose of constitution of each Grade of the Stenographers' Sub-Cadre, the following general principles shall be observed, viz.:-

(a) posts in the selection grade of the Stenographers' Cadre shall be filled by departmental candidates holding substantive appointment in Grade I immediately before 1st August, 1969, who may be screened for such appointment on the basis of seniority subject to the rejection of the unfit.

(b) Departmental candidates who were holding substantive appointment in Grade I, immediately before 1st August, 1969, who were assessed as not suitable for appointment to the Selection Grade shall be absorbed in the next lower grade. Such Officers shall be eligible to be considered at the maintenance stage for appointment to a temporary post in the Selection Grade and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointments.

(c) all posts in Grade-I of the Stenographers' Cadre shall be filled by:-

(i) departmental candidates who are declared as suitable for appointment to Selection Grade but are not appointed thereto on account of sufficient number of vacancies not being available in that Grade;

(ii) Departmental candidates referred to in clause (c) of this sub-rule; &

(iii) departmental candidates who may be holding temporary posts in Grade I immediately before the 1st August, 1969.

(d) Permanent and temporary posts in Grade II of the Stenographers' Cadre shall be filled by departmental candidates holding appointments in Grade II immediately before the 1st August 1969, in the order of their seniority.

(e) posts in Grade III of the Stenographers' Cadre shall be filled by the appointment of departmental candidates holding posts of Steno-typists. Provided that (i) they have passed a stenography test held by the Staff Selection Commission, or (ii) they shall within the stipulated period pass such a test, or (iii) they have been specifically exempted by the Controlling Authority from passing such a test;

Provided further that the substantive appointment or continuance in Grade III of the Stenographers' Cadre beyond the period of probation as laid down in rule 26, of persons appointed as Steno-typists on the basis of stenography test held departmentally and appointed to Grade III under this rule shall be subject to their passing a stenography test held by the Staff Selection Commission.

18. Recruitment to the Selection Grade and Grade I.

*(1) Vacancies in the Selection Grade of the Stenographers' Cadre shall be filled by promotion on the basis of seniority subject to rejection of the unfit, of officers of Grade I of the Stenographers' Cadre who have rendered not less than six years of approved service in Grade-I;

Provided that officers referred in sub-clauses (i), (ii) and (iii) of Clause (c) of sub-rule (2) of rule 27 shall be eligible to be considered for promotion to the Selection Grade notwithstanding that they may not have rendered six years of approved service in Grade I ;

Provided further that if any person who is appointed to Grade I of the Stenographers' Cadre is considered for promotion to the Selection Grade in accordance with the provisions of this sub-rule, all persons senior to him in Grade I shall also be so considered notwithstanding that they may not have rendered six years of approved service in that Grade.

*(2) Vacancies in Grade-I of the Stenographers' Cadre shall be filled as under:-

(i) 50% of the vacancies shall be filled by promotion of Grade II officers of the Stenographers' Cadre on the basis of the results of the limited departmental Competitive Examination held by the Commission for this purpose.

(ii) The remaining vacancies shall be filled by promotion on the basis of seniority, subject to rejection of the unfit of officers of Grade II of Stenographers' Cadre who have rendered not less than 8 years of approved service in that Grade;

Provided that if any person who is appointed to Grade II of the Stenographers' Cadre is considered for promotion to Grade I in accordance with the provisions of this sub-rule, all persons senior to him in Grade II shall also be so considered notwithstanding that they may not have rendered 8 years' of approved service in that Grade.

(3) Substantive appointments to substantive vacancies in the Selection Grade and Grade I, as the case may be, shall be made in order of seniority of temporary officers of the respective Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

*(Substantive Vide Notification No.123-GA/74 dated 16.9.1974).

***18A. Recruitment to Grade II and Grade III**

(1) # (i) 62 1/2% of the vacancies in Grade II of Stenographers' Cadre shall be filled (i) by direct recruitment on the results of an open Competitive Examination held by the Commission for the purpose from time to time; and

(ii) by recruitment of persons from amongst Hindi Stenographers working in the corresponding scales of pay in the Ministry of External Affairs from a date earlier than the 3rd November, 1972 and who are considered suitable for appointment to the Grade in consultation with the Commission.

(iii) The remaining vacancies shall be filled by appointment of persons included in the Select List for this Grade.

(2) The Select List referred to in sub-rule (1) shall be prepared in the following manner:-

(i) 33 1/2% of the quota for inclusion in the Select List shall consist of persons to be promoted on the basis of a Limited Competitive Examination to be held by the Staff Selection Commission for this purpose.

(ii) The rest of the promotion quota for inclusion in the Select List shall consist of persons to be promoted on the basis of their seniority subject to the rejection of the unfit from amongst the employees of Grade III who have rendered not less than 5 years of approved service in that Grade.

Provided that employees of Grade III appointed to that Grade under Rule 17, shall be eligible, for inclusion in the Select List on the basis of their seniority subject to the rejection of the unfit, if they have rendered not less than 3 years of approved service in that Grade.

Provided further that if any person appointed to Grade III of the Stenographers' Cadre is considered for promotion to Grade II in accordance with the provisions of this sub-rule, all

persons senior to him in Grade III shall also be considered notwithstanding that they may not have rendered 5 years of approved service in that Grade.

Provided also that when the number of persons available for appointment in any year under Clause (i) or Clause (ii) is less than the quota, the deficiency shall be made up by direct recruitment on the results of the open competitive examination held by the Commission.

(3) The length of approved service for promotion to Grade III prescribed in sub-rule (2), may be reviewed by the Controlling Authority once every three years and revised if necessary.

(4) Substantive appointments to substantive vacancies in Grade II shall be made in the order of seniority of temporary officers appointed to Grade except when for reasons to be recorded in writing, a person is not considered fit for such appointment on his turn.

** (5) Vacancies in Grade III of the Stenographers' Cadre shall be filled:-

(i) by direct recruitment on the basis of competitive examination held for the purpose by the Staff Selection Commission, limited to officers of Grades V and VI of the General Cadre.

(ii) Omitted vide 7/CAD/82 dated 2.8.82.

\$ provided that vacancies in the Grade of Stenos Grade III which cannot be filled through the LDE may be filled up on regular basis through open competitive examination held by Staff Selection Commission (Vide Notification No.7/CAD/84 dated 2.7.84).

(6) The Controlling Authority may by order specify the number of vacancies in Grade III to be filled permanently or temporarily on the results of any examination referred to in sub-rule (5).

(7) Substantive appointment to substantive vacancies in Grade III other than those to be permanently filled in pursuance of any order made their sub-rule (5) shall be made in the order of seniority of temporary officers of the Grade except when, for fit for such appointment in his turn.

*(Amended vide Notification No.44-GA/71 dated 19.3.71 effective from 1.8.69).

@ (Inserted vide Notification No.59-GA/72 dated 10.4.73).

** (Substantive vide Notification No.94-GA/72 dated 16.7.74 effect from 5.8.74).

18(B). "Ad-hoc Appointment: Notwithstanding anything contained in Rule 18 and Rule 18(A), any officer of the Grade I of the Stenographers' Cadre who have rendered not less than three years of approved service in the Grade or any person eligible to be considered for promotion to Grade I of Stenographers' Cadre under Rule 18(ii) or to Grade II under sub-rule 2(ii) of Rule 18(A) may be appointed on adhoc basis to a temporary vacancy in Selection Grade, Grade I or Grade II of IFS(B) Stenographers' Cadre, as the case may be:

Provided that every such adhoc promotion shall be made only in the event of officers eligible for regular promotion being not available and no such promotion shall be deemed to confer on the person any right or claim to Selection Grade, Grade I or Grade II of Indian Foreign Service, Branch B, Stenographers' Cadre, as the case may be or to seniority in that Grade".

(Vide Notification No.13/CAD/83 dated 22.12.1983)

19. Recruitment to posts of Cypher Assistants in the Cypher Sub-Cadre. Recruitment to Grade-II of the Cypher Sub-Cadre shall be made in the following manner:-

(i) 50 percent of vacancies shall be filled by direct recruitment*** through Assistants' Grade Examination conducted by the Staff Selection Commission.

(ii) The remaining vacancies shall be filled by a departmental Examination to be conducted by the Controlling Authority. All employees of Grade-V and Grade VI of the General Cadre and *Grade III of the Stenographers' cadre who hold any degree from a recognized University or possess any equivalent qualification, shall be eligible to appear at the examination subject to such regulations as may from time to time be made by that Controlling Authority. As amended vide notification No.1/CAD/89 of 3rd October, 1989(GSR No. 791).

** Provided that for a period of three years from the date the Indian Foreign Service, Branch 'B' (Recruitment, Cadre, Seniority and Promotion) Amendment Rules, 1978, come into force, not more than 50% of the vacancies required to be filled in accordance with clause(ii) shall be filled by officers appointed in subsequent years as Cypher Assistants on ad-hoc basis, on the basis of the results of the departmental examination held by the Controlling Authority in the year, 1960.

(* Added vide Notification No.Q/GA/792/20/74 dated 12.12.1975.)

(** Added vide Notification No.104/CAD/78 dated 6th May, 1978.)

(*** Amended vide Notification No.1/CAD/95 dated 8th March,1995)

@20. Qualifications, age, etc. for persons appearing in open as well as limited competitive examination. The competitive examination referred to in sub-rules (i) and (3) of Rule 13, and in Rules 14, 16 @@, clause (1) of sub-rule (2) of rule 18 and rules 18* shall be held and conducted in accordance with the regulations made from time to time by Government, in consultation with the Commission, wherever such consultation is necessary.

(@ Amended vide Notification No.14-GA/71 dated 19.03.71 w.e.f. 1.8.69.)

(@@ Added vide Notification Q/GA/792/11/75 dated 5.12.1975).

CHAPTER - III

FIXATION OF SENIORITY

21. General Provisions (1): Persons appointed to the service at the initial constitution shall have the seniority already allotted to them at that time.

(2) Persons appointed to any Grade of the Service at the initial constitution shall be senior to persons appointed to that Grade at the maintenance stage.

(3) Persons appointed to the Service after the initial constitution and up to the appointed day shall have the seniority already assigned to them by the Controlling Authority.

(4) Subject to the other provisions of this rule, persons promoted or recruited earlier on the basis of earlier selection or recruitment shall be senior to those promoted or recruited on the basis of subsequent selection or recruitment.

(5) Notwithstanding the provisions of sub-rule (3) and (4), permanent employees of each Grade shall be ranked senior to persons who are officiating in that Grade.

***22. Seniority inter-se of direct recruits:-** (1) The seniority inter se of persons appointed on the result of a competitive examination held by the Commission or by the Staff Selection Commission as the case may be, shall be in accordance with the respective ranks obtained by them in such examinations.

Provided that persons appointed as a result of an earlier examination will be senior to those appointed as a result of a subsequent

2nd Proviso omitted vide Notification No.8/CAD/80 dated 20.1.80.

Provided further that persons appointed to Grade VI of the General Cadre on the basis of the Competitive Examination in terms of clause (i) of sub-rule (I) of Rule 16, shall en bloc be ranked junior to the recruits of the open competitive examination held in that year by the Staff Selection Commission.

(2) Notwithstanding the provisions of sub-rule (I), the seniority of persons recruited initially on a temporary basis and confirmed subsequently in an order different from the order of merit indicated at the time of appointment, shall follow the order of their confirmation and not the original order of merit.

(*Amended vide Notification (i) No.67-GA/70 dated 28.2.1970

(ii) 44-GA/71 dated 19.3.71 (w.e.f. 1.8.68) &

(iii) 45-GA/71 dated 19.3.71 (w.e.f. 21.11.70).

23. Seniority inter se of officers promoted on the results of Limited Competitive Examination:-

@(1) The seniority inter se of persons appointed on the results of limited competitive examinations held by the Commission or by the Staff Selection Commission or on the results of the departmental examination conducted by the Controlling authority shall be in accordance with the respective ranks obtained by them in such examination. Provided that persons appointed as a result of an earlier examination shall be senior to those appointed as a result of subsequent examination.

(2) Notwithstanding the provisions of sub-rule (1) the seniority of persons promoted initially on a temporary basis and confirmed subsequently in an order different from the order of merit indicated at the time of promotion, shall follow the order of confirmation and not the original order of merit.

(@Amended vide Notification No.44-GA/71 dated 19.3.71 effective from 1.8.1969).

24. Seniority inter se of officers promoted to a Grade on the recommendations of a Departmental Promotion Committee:- The seniority inter se of persons promoted on the basis of a panel drawn up by a duly constituted Departmental Promotion Committee shall be in the order laid down in that panel;

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

***25. Seniority inter se of the officers appointed to a Grade from different sources:-**

(1) *Integrated Grades II & III of the General Cadre:* (i) The eligible persons in Grade IV of the General Cadre and Cypher Assistants of the Cypher Sub-Cadre shall be arranged in separate lists in the order of their relative seniority in their respective Grade. Thereafter the Departmental Promotion Committee shall select persons for promotion from each list upto the prescribed quota as indicated in Rule 13 and arrange all the persons selected from the two lists in a consolidated list. The relative seniority of persons in the consolidated list shall be determined according to rotation of vacancies among these two categories based on the prescribed quota for each category.

(ii) The relative seniority of persons -

(a) in the consolidated list referred to in sub-clause (i); and

(b) promoted on the basis of Section Officers' and Stenographers' (Grade 'B' and Grade -I) Limited Departmental Competitive Examination in terms of sub-rule (2) of rule 13

shall be determined according to rotation of vacancies between these two categories based on the quota prescribed for each category as stated in rule 13.

+ (2) *Grade IV of the General Cadre:-* The relative seniority of:

(a) Persons promoted in accordance with the sub-rule (2) of Rule 14.

(b) Persons directly recruited through the Commission in accordance with the sub-rule (1) (a) of Rule 14;

Shall be determined according to the rotation of vacancies among the two categories in the order indicated above.

Provided that Assistants in the Select List appointed substantively to the grade against direct recruitment vacancies for which direct recruits are not available in terms of provision to sub-rule (1) (a) of Rule 14, shall be placed en bloc below the last direct recruit taken in that year irrespective of the quotas for direct recruits and Select List Assistants.

Provided further that persons appointed substantively in accordance with the provisions of sub-rule (1)(aa) of Rule 14 shall be assigned seniority in the order in which they are included in the Select List for the Assistants' Grade and such persons shall be placed en-bloc above the direct recruits of the 1979 Assistants' Grade Examination appointed in the same cadre.

For the purpose of rule 14(A) and 25(2) all Assistants already promoted departmentally on regular basis shall also form part of the Select List.

++ (3) *Grade-VI of the General Cadre.*

(i) With effect on and from the commencement of the Indian Foreign Service, Branch 'B' recruitment, Cadre, Seniority and Promotion) Fourth Amendment Rules, 1980, persons appointed to Grade-VI of the General Cadre shall rank inter-se in the following manner, namely:

(a) Those appointed under clause (ii) of sub-rule(1) of Rule 16 shall rank inter-se in the order of merit in which they are placed at the competitive examinations on the results of which they are recruited, the recruits of an earlier competitive examination being ranked senior to those of a later examination.

(b) Those appointed under sub-rule (1-A) of rule 16 shall rank inter-se in the order in which their names are arranged in a single list by the Staff Selection Commission on the basis of their seniority in the parent Group-D post, the employees holding posts in a higher grade to rank senior to those in the lower grade.

(c) Those appointed under sub-rule (1-B) of rule 16 shall rank inter-se in the order of their seniority in the lower grade.

(d) The inter-se seniority of persons referred to in items (a), (b) and (c) above shall be regulated according to the quotas fixed for each of the two groups, starting with one person referred to in item (b) above, followed by 9 from item (a) and one person from item (c) followed by 9 from item (a) and so on

(e) The seniority of persons qualifying for appointment under sub-rule (a-A) of rule 16 in excess of the number of vacancies available for that year and who are to be adjusted against the vacancies in subsequent year and those appointed in a subsequent year under clause (ii) of sub-rule of rule 16 shall also be regulated in the manner provided in item (d) above :

Provided that the seniority of persons recruited through examination referred to in rule 16 in whose cases offers of appointment are revived after being cancelled and those appointed on regular basis under the proviso to clause (ii) of sub-rule (1) of rule 16 shall be such as may be determined by the Controlling authority.

(ii) Persons appointed to Grade-VI in accordance with sub-rule (4) of rule 16, shall rank inter-se according to their dates of appointment.

Provided that persons so appointed in a particular year shall en-bloc be ranked junior to the persons recruited on the basis of competitive examination held in that year.

*(iii) The Seniority of persons appointed under sub-rule (1-A) of rule 16, shall be fixed in the following manner:-

(a) The Telephone Operators, who qualify in the qualifying examination of a particular year shall be ranked en-bloc junior to the regular open market candidates of the competitive examination conducted by the Staff Selection Commission in that particular year;

(b) the qualified Telephone Operators of an earlier examination shall be ranked senior to those Telephone Operator who qualify in a subsequent examination; and

(c) the inter-se seniority of Telephone Operators, who qualify in one qualifying examination for induction into the Service shall be determined with reference to the date of their continuous appointment on a regular basis as Telephone Operator belonging to the same cadre qualify in the same examination, their inter-se seniority as it existed in that Cadre shall be maintained after their induction into the Service.

(* Notification No.Q/CAD/83 dated 10.5.1983).

(4). *Grade II of Stenographers' Cadre.* (i) The seniority inter se of officers appointed to the Grade before 1.8.1969, shall be regulated by their relative seniority as determined before that date.

Provided that if the seniority of any such officers has not been specifically determined before that, it shall be as determined by the Controlling Authority.

(ii) The relative seniority of persons appointed to the grade after the 1st day of August, 1969 - -

(a) by promotion on the basis of panel drawn by a duly constituted Departmental Promotion Committee;

(b) by promotion on the basis of Limited Competitive Examination; &

(c) by direct recruitment on the results of the Competitive Examination held by the Commission.

Shall be determined according to the rotation of vacancies among these three categories in the order indicated above based on the quotas of vacancies specified for each method of recruitment under the third proviso to sub-rule 2 of Rule 18A and for this purpose vacancies filled by direct recruitment under the third proviso to sub-rule 2 of Rule 18A shall be transferred from the promotion quota to direct recruitment.

@ iii). Notwithstanding anything contained in Clause (ii), the seniority of persons falling in the category specified in clause (ii) of sub-rule 1 of Rule 18A, shall be such as may be determined by the Controlling Authority in consultation with the Commission.

@@(5). *Grade III of Stenographers' Cadre.* The seniority inter se of persons appointed to the Grade in accordance with clause (e) of sub-rule 2 of Rule 17 shall be determined on the basis of their relative seniority in their respective grades from which they are drawn, employees of Grade V of the General cadre en bloc being senior to those of Grade VI of the General Cadre. The inter se seniority of persons appointed in accordance with sub-rules (5) (1), (6) and (7) of Rule 18A, shall be regulated in accordance with Rule 22.

(6) *Cypher Assistants of Cypher Sub-Cadre :* (i) The seniority inter se of transferees shall be so fixed that all persons transferred under clause (i) of Rule 19 shall be allotted seniority from the dates they count their seniority in their respective parent Grades:

Provided that the relative seniority in the present Grade of persons transferred from the same Grade shall not be disturbed.

(ii) Persons appointed on the results of a Departmental Examination shall be allotted seniority from the date of publication of the results of the Examination. The inter se seniority of such persons shall be according to the ranks obtained by them in that Examination.

(* amended vide Notification (i) No.44-GA/71, dated 9.3.71 (w.e.f. 1.8.1969 and (ii) No. 46-GA/71 dated 19.3.1971).

** substituted by Notification No.22-GA/75 dated 12.2.1975).

+ Amended vide Notification (i) No.162/CAD/78 dated 15.4.79 (ii) No.6/CAD/80 dated 14.10.80 and (iii) 6/CAD/792/11/79 dated 18.12.1980.

++ Amended vide Notification (i) No.52-GA/68 dated 6.9.68, (ii) No. 67-GA/70 dated 28.2.70, (iii) No.44-GA/71 dated 19.8.1971 (w.e.f. 1.8.69), (iv) No.45-GA/71 dated 19.3.71; and (v) No.8/CAD/80 dated 20.1.81.

@ Inserted vide Notification No.94-GA/74 dated 16.7.1974 (effective from 5.8.74).

\$ Added vide Notification No.122-GA/74 dated 16.9.1974.

C H A P T E R - I V

26. Probation and Training of direct recruits and promotees : (1) Every person on appointment to the Service irrespective of the mode of recruitment shall be on probation for a period of two years:

Provided that no persons promoted from one grade to another within the service shall be required to undergo probation except in a case where such promotion also involves elevation from a lower group of posts to a higher group.

Illustration:- A person appointed from a Group D post to Group C post or a person promoted from a Group C post to a Group B post or a person promoted from a Group B post to a Group A post in the Service shall be required to be on probation for a period of two years.

(2)The Controlling Authority may extend the period of probation in accordance with the instructions issued by Government from time to time:

Provided that any decision for an extension of a period of probation shall be taken ordinarily within eight weeks after the expiry of the previous period of probation and communicated in writing to the person concerned within the said period together with the reasons for so doing.

(3) On completion of the period of probation or any extension thereof, a probationer shall, if considered fit for permanent appointment, be retained in his appointment on regular basis and be confirmed in due course against the available substantive vacancies.

(4) If, during the period of probation, or any extension thereof, the Controlling Authority is of the opinion that a probationer is not fit for permanent appointment, the Controlling Authority may discharge, or as the case may be, revert him to the post held by him prior to his appointment to the post in which he is on probation.

(5) During the period of probation, or any extension thereof, a probationer may be required by the Controlling Authority to undergo such course of training and instructions and to pass such examination and tests (including examination in Hindi) as the Controlling Authority may deem fit.

Note: As regards other matters relating to probation, the member of the service shall be governed by the instructions issued by the Government in this regard from time to time.

Footnote: Original Rule were notified under Notification No.39 (GA)/64 dated 6.5.1964.

CHAPTER - V

***27(1)** A candidate for appointment to the service must be a citizen of India or must belong to such categories of persons as may, from time to time, be notified in this behalf by the Central Government.

**** (2)** No person – (a) who has entered into or contracted a marriage with a person having his 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 Service.

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

*(Amendment Vide Notification No. 170-GA/77 dated 15.3.1977. Sub-Rule (2) deleted. Sub-rule(3) renumbered as sub-rue (2).

** Substituted for sub-rules (3) & (4) vide Notification No.3/GA/74 dated 4.1.1974.

28. Other conditions of service:

(1) The condition of service of the members of the Service in respect of matters for which no provision exists in these rules or for which no specific rules have been made separately, shall be the same as are applicable from time to time of officers of the Central Civil Services Classes I to III.

*(2) Appointments to the Service shall be subject to orders regarding special representation in the services for Scheduled Castes and Scheduled Tribes and other special categories of persons, issued by the Government from time to time.

*(Amended vide Notification N.10-GA/70 dated 21.1.1970).

29. Removal of difficulties and power of the Controlling Authority to act in special contingencies : The Controlling Authority may, from time to time, issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules.

***29A. Power to relax.:** Where the controlling authority is of opinion that it is necessary or expedient so to do, it may be ordered for reasons to be recorded in writing to relax any of the provisions of these rules with respect to any class or category of persons or posts.

Provided that in relation to posts falling within the purview of the Commission, no order in respect of a class or category of persons or posts shall be made except after consultation with the Commission.

*(Amended vide Notification (i) No.81-GA/69 dated 21.8.1969 and (ii) No. 45-GA/71 dated 19.3.1971 (w.e.f. 21.11.1970).

\$30. Interpretation : If any question arises as to the interpretation of these rules, it shall be decided by the Central Government.

\$(Substituted vide Notification No.141-GA/73 dated 24.10.1972).

EXPLANATORY MEMORANDUM

*Rule - 12(3) Note - 1

The Central Secretariat Service Rules, 1962, enabling such officers of Grade A of the Central Secretariat Stenographers' Service who were in service in Grade-B of the Central Secretariat Stenographers' Service on 1.8.1969 to count half their period of approved service in the said Grade after 1.8.1969 for the purpose of eligibility for consideration for promotion to Grade-I of the Central Secreteriate Service, were amended on 14.7.77. It is now

proposed to amend the Indian Foreign Service Branch 'B' (Recruitment, Cadre, Seniority and Promotion) Rules, 1964, on the same lines with a view to give similar benefit to officers of Selection Grade of the Stenographers' Sub-cadre and to make the amendment to the effective retrospectively from 1.7.1978 which is the crucial date for determining the eligibility of officers for promotion to Grade-I of the General Cadre of IFS'B' for the next Select List to be issued during the course of the year 1978.

It is, however, certified that the interests of no one will be adversely affected due to the amendment being given effect to from a retrospective date.

(* Substituted vide Notification No.123/CAD/78 dt. 7.9.78)

**Rule- 14

Rule-14 of the Indian Foreign Service, Branch 'B' (Recruitment, Cadre Seniority and Promotion) Rules, 1964 was amended with effect from 28th April, 1979, providing for a limited departmental competitive examination to fill 50% of the vacancies for inclusion in the Select List for promotion to Grade-IV of the General Cadre of the Service. It is now proposed to amend the said rule 14, with a view to abolishing the provision relating to a limited departmental competitive examination. The amended provision of rule 14 was never operated upon and it is certified that the interest of no one will be adversely effected due to the present amendment being given effect to with a retrospective date.

**(Added vide notification No. 6/CAD/80 dt. 14.10.80).
