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11338/ADM OFFR/DGBR/115 /EG1

21 Feb 2018

HQ CE (P) SWASTIK EBW
HQ CE (P) VIJAYAK HQ CE (P) ARUNANK
HQ CE (P) HIMANK HQ CE (P) SAMAPRK
REAR RLC (WS) CARE HAD

GROUP 'A' PROMOTION COURSE FOR ADM CADRE OFFICERS

1. Ref this Dte letter No. 11338/ADM OFFR/DGBR/101/EG1 dated 12 Feb 2018 is hereby cancelled.

2. The following is clarified:-

(a) AAO's must undergo a four week training in the field of adm, est & accounts as specified in revised R&P rules of Group 'A' Adm Cadre officers in BRO (copy enclosed for ready reference).

(b) Due to the similarity of course content, AAOs must undergo a three week 'D' level training being planned for AOs at GREF Centre, followed by a one week orientation programme under the respective TFs/HQ CE (P) where the officer is posted to. This will ensure adequate exposure & practical application of the knowledge gained by the officer while also completing a four week training programme as applicable for the promotional post of AO & as specified in the revised R&P rules.

(c) AAOs who undergo the four week programme as specified above shall be considered qualified in 'D' level training course.

3. All TFs/CE (P) to org 01 x week orientation trg for affected offrs of the rank of AAO after successful completion of 'D' level trg at GREF Centre & fwd confirmation to this HQ on completion of the same .

(Sudhir Payal)
Lt Col
JD/EG1
For DGBR

Encls: 01 Sheets

Copy to:-

GREF Centre, Pune

HQ DGBR/Coord -

HQ DGBR/EDP -

For info pl. Telecon between JD EG1 this HQ & DS
Coord GREF Centre on 19 Feb 2018 refers.

For info and further necessary action please.

Please upload the same on BRO website.

06
22/02

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether a and Education Qualifications prescribed direct recruits will apply the case promotee	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
4. Administrative Officer.	53* (2017) Subject to variation dependent on workload.	General Central Service, Group 'A', Gazetted, Non Ministerial.	Level 10.	Selection.	Not exceeding 35 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government).	Essential: (i) Degree from a recognised University/Institute. (ii) Three years' experience of Accounts, Administration and establishment work in a Government Office/Public Sector Undertaking/Autonomous Body/ Statutory Body.	Age - Not less than 18 years. Education Qualifications - Yes.	Two years for direct recruits and promotees.	50% by promotion falling which by Deputation, 50% by Direct Recruitment.	Promotion: Assistant Administrative Officer in Level 7 in the Pay Matrix with three years regular service in the Grade and successfully completed training of four weeks in the field of administration, establishment and accounts. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not in the 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.	Group 'A' Departmental Promotion Committee: 1. Chairman or Member, Union Public Service Commission - Chairman; 2. Secretary, Border Roads Development Board - Member;	Consultation with Union Public Service Commission necessary on each occasion.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangl Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep).	Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.	Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.	Promotion: Assistant Administrative Officer in Level 7 in the Pay Matrix with three years regular service in the Grade and successfully completed training of four weeks in the field of administration, establishment and accounts. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not in the 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.	Group 'A' Departmental Promotion Committee: 1. Chairman or Member, Union Public Service Commission - Chairman; 2. Secretary, Border Roads Development Board - Member;	Consultation with Union Public Service Commission necessary on each occasion.							