

Delhi State Industrial & Infrastructure Development Corp. Ltd.

Recruitment Rules (amended on 22.01.2019)

STENOGRAPHER CADRE

Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Private Secretary	*2 (2014) * Subject to variation dependant on workload	Group 'A'	Level 10 in Pay Matrix	Selection	Not Applicable	Not Applicable	Not Applicable	2 Years. Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	100% by Promotion failing with by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi. Note:2 The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years.	Promotion: Senior Personal Assistant with 4 years of regular service in the Level 8 in Pay Matrix. (Common Seniority list for Hindi & English Stenographer) Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced(to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised rules. Note:2 Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have	For Promotion 1. Managing Director 2. Commissioner of Industries, Government of NCT of Delhi. 3. Executive Director, DSIIDC 4. Financial Adviser 5. General Manager(Concerned)	Consultation with Board of Director is not necessary.

										<p>successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/ State Government/ PSUs/ Autonomous Organization/ Equivalent cadre of the Government of NCT of Delhi.</p> <p>(ii) Senior Personal Assistant with 4 years of regular service in the Level 8 [47600-151100] in Pay Matrix in parent cadre or department in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(ii) Personal Assistant with 8 years of regular service in the Level 6 [35400-112400] in Pay Matrix in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>i) Degree of a recognized University/Institute with English as a Subject.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Absorption: The incumbent on</p>	
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										<p>deputation can be considered for absorption after completion of satisfactory service of 5 years on assessment on case to case basis.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>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 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on 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 upgradation.</p>		
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Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Senior Personal Assistant	*7 (2014) * Subject to variation dependant on workload	Group 'B'	Pay band-2, Rs. 9300-34800+Rs. 4800/- (Grade Pay)	Selection	Not Applicable	Not Applicable	Not Applicable	2 Years	100% by Promotion failing with by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi. Note:2 The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years.	Promotion: Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/-(Grade Pay). (Common Seniority list for Hindi & English Stenographer Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced (to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised rules. Note:2 Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two 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/eligibility service.	For Promotion 1. Managing Director 2. Executive Director 3. General Manager (Concerned) 4. Financial Adviser 5. Chief Manager (Personnel)	Consultation with Board of Director is not necessary.

											<p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(ii) Personal Assistant with 5 years of regular service in the Pay band-2, Rs.9300-34800+Rs. 4200/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(iii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p> <p>Degree of a recognized University/Institute with English as a Subject.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Absorption: The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years on assessment on case to case basis.</p> <p>Note 1: The departmental officers in the feeder category who are in the</p>		
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										<p>direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>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 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on 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 upgradation.</p>		
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Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Personal Assistant	*14 (2014) * Subject to variation dependant on workload	Group 'C'	Level-6 [9300-34800+4200)	Selection	Upto 30 Years. Note1: Relaxable upto 40 years of age for Departmental Candidates in accordance with the instructions or orders issued by the DoPT Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and	Qualification: (i) Degree of a recognized University/Institute with English as a Subject. Skill test norms: (i) Dictation: 10 mts. @ 100w.p.m. (English). (ii) Transcription: 40mts.(English). Note:1 Qualifications are relaxable at the discretion of Board/CMD in case of candidates otherwise well qualified. Note:2 The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate	Not Applicable	2 Years for Direct Recruits Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	70% by Promotion failing with by deputation basis. 30% by Direct Recruitment failing which by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs /Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.	Promotion: Junior Stenographer with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay). (Common Seniority list for Hindi & English Stenographer) Note:1 Where the eligibility service for promotion prescribed in the existing rules is being enhanced(to be in conformity with the guidelines issued by the DoPT) and the change is likely to affect adversely some persons holding the feeder grade post on regular basis, the eligibility service shall continue to be the same for persons holding the feeder post on regular basis on the date of notification of the revised rules. Note:2 Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have	For Promotion & confirmation 1. Executive Director 2. General Manager (Concerned) 3. Financial Adviser (Personnel) 4. Chief Manager (Personnel) 5. Divisional Manager (Personnel)	Consultation with Board of Director is not necessary.

					<p>Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).</p>	<p>belonging to Scheduled casts and Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>			<p>Note:2 The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years.</p>	<p>successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation:</p> <p>(a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>OR</p> <p>(ii) Junior Stenographer(English) with 10 years of regular service in the Pay band-1, Rs.5200-20200+Rs. 2400/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications: Degree of a recognized University/Institute with English as a Subject.</p> <p>Skill test norms:</p> <p>(i) Dictation: 10 mts. @ 100w.p.m.(English). (ii) Transcription: 40mts.(English).</p> <p>Absorption: The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years on assessment on case to case basis.</p> <p>Note 1: The departmental officers in the feeder category who are in the</p>	
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										<p>direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>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 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on 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 upgradation.</p>		
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Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Junior Stenographer (English)	*25 (2014) * Subject to variation dependant on workload	Group 'C'	Level 4: 5200-20200+2400	Not Applicable	Between 18-27 Years. Note 1:- Relaxable upto 40 years of age for Departmental Candidates in accordance with the instructions or orders issued by the DoPT. Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K	Qualification: Senior Secondary (12 th pass) from any recognized Board/Institute with English as a subject. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). Desirable: (i) Bachelor's Degree from a recognized University/Institute. Note:1 Qualifications are relaxable at the discretion of Board/CMD in case of candidates otherwise well qualified. Note:2 The qualification(s)	Not Applicable	2 Years. Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	100% by Direct Recruitment failing which by deputation basis. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation bases from the officers of Central/State Government/PSUs/ Autonomous Organization or equivalent cadre of the Government of NCT of Delhi. Note:2 The incumbent on deputation can be considered for absorption after	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: Senior Secondary (12 th pass) from any recognized Board/Institute with English as a subject. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). Desirable: (i) Bachelor's Degree from a recognized University/Institute. Absorption: The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years on assessment on case to case basis. Note 1: The departmental officers in the feeder category who are in the	For confirmation 1. Executive Director 2. General Manager (Concerned) 3. Financial Adviser (Personnel) 4. Chief Manager (Personnel) 5. Divisional Manager (Personnel)	Consultation with Board of Director is not necessary.

				State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).	regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate belonging to Scheduled castes and Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.			completion of satisfactory service of 5 years.	<p>direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>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 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on 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 upgradation.</p>	
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Name of the Post.	Number of posts	Classification	Pay band and grade pay or pay scale	Whether selection posts or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.	If departmental promotion Committee exists, what is its composition.	Circumstances in which Corporation is to be consulted in making recruitment.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Junior Stenographer (Hindi)	*2 (2014) * Subject to variation dependent on workload	Group 'C'	Level-4 (5200-20200+. 2400)	Not Applicable	Between 18-27 Years. Note1: Relaxable upto 40 years of age for Departmental Candidates in accordance with the instructions or orders issued by the DoPT. Note: 2 The Crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland,	Qualification: Senior Secondary (12 th pass) with Hindi as a subject from any recognized Board/Institute with proficiency in Hindi. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(Hindi). (ii) Transcription: 65mts.(on Computer). (iii) Typewriting test in the Hindi language @ 30w.p.m.(on Computer) Desirable: (i) Bachelor's Degree from a recognized University/Institute. Note:1	Not Applicable	2 Years. Note: On completion of the probation or any extension thereof, officers shall if considered fit may be confirmed against the post, if not already confirmed in the entry grade.	100% by Direct Recruitment failing which by deputation. Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation bases from the officers of Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of	Deputation: (a) (i) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: Senior Secondary (12 th pass) from any recognized Board/Institute with proficiency. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(Hindi). (ii) Transcription: 65mts.(on Computer). (iii) Typewriting test in the Hindi language @ 30w.p.m.(on Computer) Desirable: (i) Bachelor's Degree from a recognized University/Institute. Absorption: The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years on	For confirmation 6. Executive Director 7. General Manager (Concerned) 8. Financial Adviser 9. Chief Manager (Personnel) 10. Divisional Manager (Personnel)	Consultation with Board of Director is not necessary.

					<p>Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Panaji sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).</p>	<p>Qualifications are relaxable at the discretion of Board/CMD in case of candidates otherwise well qualified.</p> <p>Note:2 The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidate belonging to Scheduled casts and Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>			<p>NCT of Delhi.</p> <p>Note:2 The incumbent on deputation can be considered for absorption after completion of satisfactory service of 5 years.</p>	<p>assessment on case to case basis.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line on promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation(Including short term contract) in another post held immediately preceding this appointment in the same or some other organization or any department of Government of NCT of Delhi shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not exceeding 56 years as on closing date of receipt of applications.</p> <p>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 6th Central Pay Commission has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on 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 upgradation.</p>	
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