

A-12012 /01/2024/SSO-I  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
(Secretariat Security Organisation)

3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road  
New Delhi, dated 21<sup>st</sup> Nov' 2024

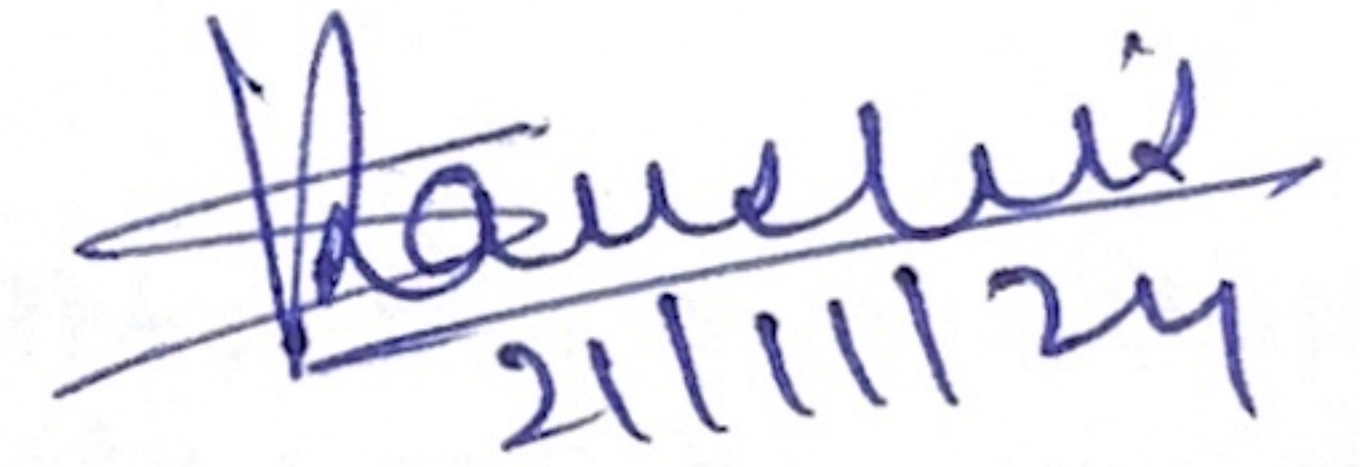
**OFFICE MEMORANDUM**

**Sub :** Amendment of Recruitment Rules for the post of Senior Reception Officer in Reception Organisation, Secretariat Security Organization, Ministry of Home Affairs - reg.

The undersigned is directed to state that the Ministry of Home Affairs intends to amend the Recruitment Rules for the Senior Reception Officer in Reception Organisation, SSO, MHA, as per the provisions of DoP&T's O.M No.AB-14017/48/2010-Estt(RR) dated 31.12.2010 as amended from time to time.

2. A draft Recruitment Rules for the post of Senior Reception Officer is put on the website of MHA i.e., [www.mha.gov.in](http://www.mha.gov.in) for obtaining comments from the stakeholders within a period of 30 days. Further necessary action will be taken after taking into account the comments, if any, so received.

**Enclosure : As stated above.**

  
21/11/24

(Shailender Kaushik)  
Under Secretary to the Govt. of India  
Tel. 23438052

To,  
All Concerned stakeholders.

**Copy to :-**

SO(IT) for uploading same on the MHA website.



[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II,  
SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS

NOTIFICATION

New Delhi, the .....,2024.

**G.S.R.....(E).**- In exercise of the powers conferred by the provision to article 309 of the Constitution and in supersession of the Ministry of Home Affairs, Secretariat Security Organisation, Senior Reception Officer Recruitment Rules- 2024, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Senior Reception Officer in the Secretariat Security Organisation, Ministry of Home Affairs, namely:-

1. Short title and commencement. - (1) These rules may be called the Ministry of Home Affairs, Secretariat Security Organisation, Senior Reception Officer (Group 'B' post) Recruitment Rules, 2024.

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

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

3. Method of recruitment, age-limit, qualifications etc.- The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification. - No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living; or

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

shall be eligible for appointment to the said post:

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

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

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



**SCHEDULE**

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.	Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Senior Reception Officer.	<b>42(2024)</b> *Subject to variation dependent on workload	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level- 6 in the pay matrix (Rs. 35400-112400).	Not applicable.	Not Applicable	Not applicable.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	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 methods.
(8)	(9)	(10)
Not applicable.	Not applicable.	By deputation (Including Short Term Contract)

In case of recruitment by promotion or by deputation/absorption, grades from which promotion or deputation/ absorption to be made.

(11)

**Deputation (Including Short Term Contract):**

Officers of the Central Government or State Governments or Union territories or universities or recognised research institutions or public sector undertakings or autonomous organisations. –

(i) holding analogous post on a regular basis in the parent cadre or department; or

(ii) with minimum six years of regular service in a post carrying pay in level-5 (Rs.29200-92300) in the pay matrix; or

**(iii) with minimum 10 years of regular service in a post carrying pay in level-4 (Rs.25500-81100) in the pay matrix: or**

**Desirable:**

(i) Bachelor Degree from any recognized University or institute;

(ii) One year experience in work related to reception duty

(iii) Certificate or Diploma course in computers of minimum one year duration from a recognized institute



**Note 1. -** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department shall ordinarily not exceed **five years**.

**Note 2. -** The maximum age-limit for appointment by deputation shall not be exceeding **fifty-four years** as on the closing date of receipt of applications.

If a Departmental Promotion Committee exists, what is its composition

12

Not applicable

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

13

Not applicable.

[File No. A.12012/01/2024-SSO-I]

(Rajeev Kumar)  
Joint Secretary to the Government of India  
Ministry of Home Affairs