

Dated the February 17, 2006

OFFICE MEMORANDUM

Subject Framing of fresh model Recruitment Rules for various categories of posts of Stenographers in non-Secretariat organisations.

The undersigned is directed to refer to this Department's OM No. AB.14017/39/86-Estt.(RR) dated 25th March, 1987 forwarding copies of the model recruitment rules of stenographers cadre. These have been further reviewed in the light of restructuring and revision of pay scales etc., as in the Annexure to this OM. These model RRs are applicable to the categories of stenographers in the non-Secretariat organisations which are not part of the CSSS / RBSSS / IFS / AFHQSS or any other organised headquarters services.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the model recruitment rules.
3. Hindi version will follow.



(Ranbir Singh)

Under Secretary to the Govt. of India
Tel.No. 309 4254

To

All Ministries/Departments of the Government of India

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Rajya Sabha Secretariat/ Lok Sabha Secretariat,, New Delhi.
5. The Registrar General, The Supreme Court of India.
6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
7. The Comptroller and Audit General of India, New Delhi.
8. The Union Public Service Commission, with reference to their letter No. 2/44/2005-RR dated 18th January, 2006 (20 copies).
9. The Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions / Ministry of Home Affairs.
11. National Commission for SCs/STs, New Delhi.
12. Secretary, National Council(JCM), 13, Ferozeshah Road, New Delhi
13. National Commission for OBCs, New Delhi.
14. Facilitation Center, DoP&T(**20 copies**).
15. NIC (DoP&T) for placing this Office Memorandum on the *Website* of DoP&T
16. Establishment (RR) Section (**200 copies**).

1	2	3	4	5	6
Name of post	No. of Posts	Classification	Scale of pay	Whether Selection post or Non-Selection Post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
Stenographer Grade III	*year of framing) *subject to variation depend on workload	General Central Service Group C Non-Gazetted, Ministerial	Rs.4000-100-6000	Not applicable	Not applicable

7	8	9	10	11	12	13	14
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & 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 / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	If a Departmental Promotion Committee exists. What is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
18 to 27 years (Relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission	1) Matriculation or equivalent; 2) A speed of 80 w.p.m. in Stenography (English or Hindi)	Not applicable	Two years	Direct recruitment through Staff Selection Commission. 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 from the officials of the Central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at col. 8.	Not applicable.	Group 'C' DPC for confirmation	Not applicable

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Name of post	No. of Posts	Classification	Scale of pay	Whether Selection post or Non-Selection Post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
Stenographer Grade II	*year of framing) *subject to variation depend on workload	General Central Service Group C Non-Gazetted, Ministerial	Rs.5000-150-8000	Non-Selection	Not applicable

7	8	9	10	11	12	13	14
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & 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 / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	If a Departmental Promotion Committee exists. What is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
Not applicable.	Not applicable	Not applicable	Not applicable	By promotion failing which by deputation	Promotion: Promotion from Stenographers Grade III in the scale of Rs.4000-6000 with 8 years regular service in the grade. Deputation: (A) Office of the Central Government — 1) Holding analogous post on regular basis, or (ii) with 8 years regular service in the pay scale of Rs.4000-6000 or equivalent. (B) 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 / department of the Central Government shall ordinarily not exceed three years. Age not	Group 'C' DPC comprising of	Not applicable

Name of post	No. of posts	Classification	Scale of pay	Whether selection post or Non-selection post	Whether selection post or Non-selection post	Whether selection post or Non-selection post	Whether selection post or Non-selection post	Whether selection post or Non-selection post
Grade I Stenographer	workload depend on variation * subject training)	Ministerial to Non-Cancelled, General Service Group B	Rs 2500-175-9000	Selection	Not applicable	Not applicable	Not applicable	Not applicable

exceeding 56 years on the last day calling for applications.

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Name of post	No. of Posts	Classification	Scale of pay	Whether Selection post or Non-Selection Post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
Stenographer Grade I	*year of framing) *subject to variation depend on workload	General Central Service Group B Non-Gazetted, Ministerial	Rs.5500-175-9000	Selection	Not applicable

7	8	9	10	11	12	13	14
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & 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 / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	If a Departmental Promotion Committee exists. What is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Not applicable.	Not applicable	Not applicable	Two years for promotees	By promotion failing which by deputation	Promotion: Stenographers Grade II in the scale of Rs.5000-8000 with 3 years regular service in the grade. Note: 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 2 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 / eligibility service. Deputation:	Group 'B' DPC	Not applicable

								Officers under the Central Government (a) (i) Holding analogous post on regular basis in the parent cadre, or (ii) with 3 years service in the stenographer grade rendered after appointment thereto on a regular basis in the pay scale of Rs.5000-8000 or equivalent in the parent cadre / department. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist will not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or other organisation / department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application..		
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Name of post	No. of Posts	Classification	Scale of pay	Whether Selection post or Non-Selection Post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
Private Secretary	*year of framing) *subject to variation depend on workload	General Central Service Group B Gazetted, Ministerial	Rs.6500-200-10500	Selection	Not applicable

7	8	9	10	11	12	13	14
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & 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 / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	If a Departmental Promotion Committee exists, What is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
Not applicable.	Not applicable	Not applicable	N.A.	By promotion failing which by deputation	Promotion: Stenographers Grade I in the scale of pay of Rs.5500-9000 with 3 years regular service in the grade or 6 years combined service in the Stenographer Grade I and Grade II in the pay scale of Rs5500-9000 and Rs5000-8000. Note: 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 2 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 / eligibility service. Deputation: Officers of the Central Government – (a)(i) Holding analogous post on regular basis, in the	Group 'B' DPC	Not applicable

					parent cadre / department or (ii) with 3 years service in the Stenographers grade rendered after appointment thereto on regular basis in the pay scale of Rs.5500-9000 or equivalent in the parent cadre / department or 6 years combined service in the pay scale of Rs.5500-9000 and Rs.5000-8000 or equivalent in the parent cadre / department in the Stenographer Grade I and II. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of the receipt of applications.		
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1	2	3	4	5	6
Name of post	No. of Posts	Classification	Scale of pay	Whether Selection post or Non-Selection Post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972
Sr. Private Secretary	*year of framing) *subject to variation depend on workload	General Central Service Group B Gazetted, Ministerial	Rs.7500-250-12000	Not applicable	Not applicable

7	8	9	10	11	12	13	14
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & 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 / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	If a Departmental Promotion Committee exists. What is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
Not applicable.	Not applicable	Not applicable	N.A.	By promotion failing which by deputation	Promotion: Private Secretary in the scale of pay of Rs.6500-10500 with 3 years regular service in the grade or 7 years combined service in the pay scale of Rs.6500-10500 and Rs.5500-9000 in the Private Secretary and Stenographer Grade I respectively. Note 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 2 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 / eligibility service.	Group 'B' DPC comprising of	Not applicable

Deputation:

Officers under the Central Government –

(a)(i) Holding analogous post on regular basis in the parent cadre / department, or

(ii) with 3 years service in the Private Secretary grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-10500 or equivalent in the parent cadre / department or 7 years combined service in the pay scale of Rs.5500-9000 and Rs.6500-10500 or equivalent in the parent cadre / department in Stenographer cadre.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion. 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 / department of the Central Government shall ordinarily not exceed three years. Age not exceeding 56 years on the last day calling for applications.