

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**

**(Department of Personnel and Training)**

**NOTIFICATION**

New Delhi, the 28th August, 2010

**RULES**

**No. 6/2/2010-CS I(P).**—The rules for a combined SOs'/ Stenographers' (Grade B'/ Grade-I) Limited Departmental Competitive Examination for the years 2006, 2007 & 2008 to be held by the Union Public Service Commission, for additions in the Select Lists for the Section Officers Grade and Stenographers' (Grade 'B'/Grade-I) of the Services mentioned below are, with the concurrence of the Ministries concerned published for general information.

**Category I**

Section Officers' Grade of the Central Secretariat Service.

**Category II**

Sections Officers' Grade (Integrated Grade II & III) of the General Cadre of the Indian Foreign Service, Branch 'B'

**Category III**

Section Officers' Grade of the Railway Board Secretariat Service

**Category IV**

Grade A' & 'B' merged of the Central Secretariat Stenographers' Service.

**Category V**

Grade I of the Stenographers' Cadre of the Indian Foreign Service, Branch B'

**Category VI**

Grade 'A' & 'B' merged of the Armed Forces Headquarters Stenographers' service.

**Category VII**

Grade 'B' of the Railway Board Secretariat Stenographers' Service.

**Category VIII**

Section Officers' Grade of the Intelligence Bureau.

**Category IX**

Section Officers' Grade of the Armed Forces Headquarters Civil Service.

1. The number of persons to be selected for inclusion in the Select List for each grade will be specified in the Notice issued by the Commission. Reservation shall be made for candidates belonging to the Scheduled Castes and the Scheduled Tribes in respect of vacancies as may be fixed by the Government.

2. The examination will be conducted by the Union Public Service Commission in the manner prescribed in Appendix to these Rules.

The dates on which and the places at which the examination will be held shall be fixed by the Commission.

3. Permanent or regularly appointed temporary Officers of the Grade and Services mentioned in column 1 below who on 1st July, of the respective year satisfy the conditions regarding length of service mentioned in column 2 shall be eligible to appear at the examination for the category of service mentioned in column 3.

**Crucial date for eligibility**

1 <sup>st</sup> July, 2006	for 2006 Examination
1 <sup>st</sup> July, 2007	for 2007 Examination
1 <sup>st</sup> July, 2008	for 2008 Examination

**Note:**

1. Candidate (s) eligible for 2006 Examination are also eligible for 2007 & 2008 Examination subject to fulfillment of all other eligibility conditions and provided candidate specifically opts to be so considered.
2. Candidate(s) eligible for 2007 Examination are also eligible for 2008 Examination subject to fulfillment of all other eligibility conditions and provided candidate specifically opts to be so considered.

Column 1	Column 2	Column 3
1	2	3
Assistants' Grade of the Central Secretariat Service and grade C of the Central secretariat stenographers' Service	Not less 5 years' approved and continuous Service in the Assistants' Grade of the central Secretariat Service or in Grade II/ Grade C of the Central Secretariat stenographers' Service or in Both as the case may be.	Category 1
Grade IV of the General Cadre, Grade-II of the Stenographer Cadre and Grade II of The Cypher sub-cadre Of the Indian Foreign Service, Branch 'B'	Not less than 5 years approved and continuous Service in Grade IV of the General Cadre or in Grade II of the Stenographers' cadre or in Grade II of the Cypher sub-cadre of the Indian Foreign Service, Branch 'B' or in two or all the Above grades as the case may be.	Category II

Assistants' Grade Of Railway Board Secretariat Service and Grade C of the Railway Board Secretariat Stenographers' Service	Not less than 5 years' approved and continuous Service in the Assistants' Grade of the Railway Board Secretariat Service or in Grade II/ Grade C of the Railway Board Secretariat Stenographers' Service or in both as the case may be.	Category III
Grade C of the Central Secretariat Stenographers' Service	Not less than 5 years' approved and continuous service in Grade C of the central Secretariat Stenographers' Service.	Category IV
Grade II of the Stenographers' cadre of the Indian Foreign Service, Branch 'B'	Not less than 5 years' approved and continuous service in Grade II of the Stenographers' cadre of the Indian Foreign service, Branch 'B'	Category V
Grade C of Armed Forces Headquarters	Not less than 5 years' approved and continuous service Stenographers' Service in Grade II/ Grade C of the Armed Forces Headquarters Stenographers' Service.	Category VI
Grade C of the Railway Board Secretariat Stenographers' Service.	Not less than 5 years' approved and continuous service in Grade II/ Grade C of the Railway Board Secretariat Stenographers' Service	Category VII
Assistants Grade of Intelligence Bureau/ Stenographers Service Grade II of Intelligence Bureau	Not less than 5 years' approved and continuous Service in the Assistants' Grade of the I.B./ Stenographers' Grade II of I.B. Stenographers Service.	Category VIII
Assistants of AFHQ Civil Service, Stenographers' Grade C/PA's of the Armed Forces HQ.	Not less than 5 years' approved and continuous service in the Assistants Grade of the Armed forces Head- PAs of the Armed quarters service or in Grade-II/ Grade 'C' of the Armed Forces Headquarters Stenographers' Service or in both as the case may be.	Category IX

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Provided that in the case of a candidate who had been appointed to the Grades mentioned in column 1 above on the result of a Competitive Examination, including a Limited Departmental Competitive Examination, such an examination should have been held not less than 5 years before the crucial date and he should have rendered not less than 4 years approved and continuous service in that grade on the crucial date.

Note 1. Permanent or regularly appointed officers of the grades and Services mentioned in Column 1 above who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service mentioned in column 2.

This, however does not apply to the officers of the Grades and Services mentioned in Column 1 above who have been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in the grades and Services referred to in Column 1.

Note 2 - Assistants of the Central Secretariat Service and stenographers of the Central Secretariat Stenographers' Service who have opted for appointment to the Indian Foreign Service, Branch 'B' and have been appointed to any Grade of That Service in pursuance of such option shall not be eligible for admission to the examination for Categories I and IV.

Note 3 - Assistants of the Central Secretariat Service and Stenographers of the Central Secretariat Stenographers' Service who are on deputation to the Indian Foreign Service, Branch 'B' shall not be eligible for admission to the examination for Categories II and V.

4. A candidate who is eligible to compete for two categories and who exercises this option should specify clearly in the Application the categories for the years 2006, 2007 & 2008 for which he/she is eligible and wishes to be considered in the order of preference. No request for any change/ addition/ alteration in the preference already indicated by a candidate in his/her application will be entertained by the Commission. Candidates may also take care to mark category No. correctly, as corrections/incorrect combination will not be considered/allowed and may lead to summary rejection of the candidature. It may also be noted that candidate will not be considered for any category-year combination that he/she has not specifically marked in the application form.

5. The decision of the commission with regard to the acceptance of the application of a candidate and his eligibility or otherwise for admission to the Examination shall be final.

6. No candidate will be admitted to the examination unless he holds certificate of admission from the Commission.

7. A Candidate who is or has been declared by the Commission to be guilty of :-

- (ii) taking the representation, if any submitted by the candidate within the period allowed to him into consideration.

8. (i) After the examination, candidates shall be considered for vacancies in all the 3 years i.e. 2006, 2007 & 2008 subject to their eligibility for any or all the years and will be arranged by the Commission in the order of merit as disclosed by the aggregate marks finally awarded to each candidate subject to qualifying standards for each paper/part of the examination as decided by the Commission.

Year wise and category wise merit lists for inclusion in the respective Select List will be based on the number of vacancies, candidate's merit and choice (preference of year and category, as eligible) and fulfillment of all other eligibility conditions. The Commission reserves the right to fix minimum qualifying standards for any or all stage (s) or paper (s) of the Examination.

Where a candidate would have otherwise qualified on the basis of aggregate merit/marks in more than one category and/or year of consideration, his/her inclusion in a particular select list will depend on the category – year combination that becomes available based on the candidate's choice exercised at the relevant time. Therefore, based on his/her merit, and subject to vacancy position and other eligibility conditions, a candidate will be placed in the appropriate select list (category and year) factoring his/her preference. If a candidate's name is included in the select list for a particular category of a particular year, his/her name will not be considered for inclusion in other list(s) on the basis of his/her lower preferences.

Year-wise and category-wise merit list will be made based on number of vacancies, candidate's merit, the preference indicated by the candidate and other eligibility condition's if any.

(ii) The candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may to the extent of the number of vacancies for the Scheduled Castes and the Scheduled Tribes be recommended by the Commission by a relaxed standard, subject to the fitness of these candidates for inclusion in the Select List for each category irrespective of their ranks in the order of merit at the examination :

Provided that the candidates belonging to the Scheduled Castes and the Scheduled Tribes who have been recommended by the Commission without resorting to any relaxations/concessions in the eligibility or selection criteria, at any stage of the examination, shall not be adjusted against the vacancies reserved for Scheduled Castes and the Scheduled Tribes.

**Note:-** Candidate should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in each Select List on the result of the examination is entirely within the competence of Government to decide. No candidate will therefore have any claim for inclusion in the Select List on the basis of his performance in this Examination as a matter of right.

9. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Commission in their discretion and the Commission will not enter into correspondence with them regarding the result.

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- (i) Obtaining support for his candidature by any means, or
- (ii) impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) submitting fabricated document or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (vii) using unfair means during examination, or
- (viii) writing irrelevant matter, including obscene language or pornographic matter in the script(s), or
- (ix) misbehaving in any other manner in the examination hall, or
- (x) harassing or doing bodily harm to the staff employed by the commission for the conduct of their examination, or
- (xi) being in possession of or using any mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination, or
- (xii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them go take the examination, or
- (xiii) attempting to commit or, as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses,

may, in addition to rendering himself liable to criminal prosecution, be liable :-

- (a) to be disqualified by the commission from the examination for which he is a candidate, and/or
- (b) to be debarred either permanently or for a specified period-
  - (i) by the Commission from any examination or selection held by them ;
  - (ii) by the Central Government from any employment under them; and
- (c) to disciplinary action under the appropriate rules. Provided that no penalty under this rule shall be imposed except after-
  - (i) giving the candidate an opportunity of making such representation writing as he may wish to make in that behalf ; and

10. Success in the examination confers no right to selection unless Government are satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is eligible and suitable in all respects for selection :

Provided that the decision as to ineligibility for selection in the case of any candidate recommended for selection by the Commission shall be taken in consultation with the Commission.

11. A candidate who after applying for admission to the examination or after appearing at it, resigns his appointment or otherwise quits the service or severs his connection with it or whose services terminated by his Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Assistants' Grades of the Central Secretariat Service/Railway Board Secretariat service/I.B./Armed Forces Headquarters Civil Service or Stenographer Grade-C of the Central Secretariat Stenographers' Service/Railway Board Secretariat Stenographers' Service/Grade II of I.B Stenos Service or any post in the Indian Foreign Service, Branch 'B' will not be eligible for appointment on the result of this examination.

This however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority

RAJEEV KAPOOR, Jt. Secy.