

No. AB-14017/ 8/2010-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 10th March, 2010

OFFICE MEMORANDUM

Subject:- Model RRs for Stenographer Grade II post in non-Secretariat Organizations.

The undersigned is directed to refer to this Department's OM No. AB 14017/53/2005- Estt.(RR) dated 17th February, 2006 forwarding copies of the Model Recruitment Rules of Stenographers cadre. The posts of Stenographer Grade I and Grade II in the pre-revised scale of Rs. 5500-9000 and Rs. 5000-8000 respectively have been placed in PB-2 with Grade Pay of Rs. 4200. The Model Recruitment Rules for the post of Stenographer Grade III in the pre-revised scale of Rs. 4000-6000 have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. and the post of Stenographer Grade III shall be designated as Stenographer Grade II. Accordingly, the Model Recruitment Rules for the same applicable to the Stenographers in Non-Secretariat Organizations which are not part of the CSSS / RBSSS / IFS / AFHQSS or any other organized headquarter services are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs^{etc.} are also requested to forward these Model RRs to the UT Administrations for appropriate action.
3. Model RRs for other posts in Stenographer Cadre will be circulated separately.
4. Hindi version will follow.

(J.A. Vardyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

To

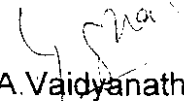
1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi

No. AB-14017/8/2010-Estt (RR) dated 10th March, 2010

4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)


(J.A. Vaidyanathan)
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1	2	3	4	5	6	7
Name of Post	No. of Posts	Classification	Pay Band and Grade Pay	Whether Selection Post or Non-selection Post	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits
Stenographer Grade II	* (year of franning) * subject to variation dependent on workload	General Central Service Group C Non-Gazetted, Ministerial	PB-1 Rs. 5200- 20200, Grade Pay Rs. 2400	Not applicable	Not applicable	18-27 years (Relaxable for Govt. servants upto 40 years in accordance with 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

8	Educational and other qualifications required for direct recruits	9	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	10	Period of Probation, if any	11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	12	In case of recruitment by promotion/ deputation/absorption , grades from which promotion/deputation /absorption to be made	(i) 12 th class pass or equivalent from a recognized Board or University	Not applicable	Two years	Direct recruitment through Staff Selection Commission	Not applicable	Group C DPC for confirmation	13	If Departmental Promotion Committee exists, what is its composition	14	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	
										(ii) Skill Test Norms Dictation: 10 mts (@ 80 w.p.m. Transcription: 65 mts.(Eng.) 75 mts.(Hindi) (On Manual Typewriter) or 50 mts. (Eng.), 65 mts. (Hindi) (On Computer)			Note: Vacancies caused by the incumbent being away 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 from the officials of the central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col. 8					1. 2. 3.		Not applicable