

No.20/28/2010-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
3rd Floor, Lok Nayak Bhavan, Khan Market,
New Delhi-110003,
Date: 11th June, 2013

OFFICE MEMORANDUM

Subject:- Foundation Course for Stenographers Grade 'D' (Induction Training) under Cadre Training Plan(CTP) for CSSS - modification reg.

The undersigned is directed to refer to this Department's OM of even number dated 20.10.2011 on the subject mentioned above and to say that the provision contained therein for joining and imparting training (Foundation Course) to Steno Grade 'D' of CSSS in the CTP has since been revisited by this Department and it has been decided to adopt a revised design/procedure of joining of Steno Grade 'D' and their subsequent nomination for Foundation Course at ISTM.

2. The modalities of the revised design/procedure are detailed below:

- (i) After the receipt of dossiers from SSC, the candidates of Steno Grade 'D' Examination shall be directly nominated by this Division (CS.II Division) to different cadre units of CSSS, who shall be responsible for completing the pre and post appointment formalities, viz. police verification, medical examination etc. The Cadre Units shall also be issuing offer of appointments to Steno Grade 'D' after completing pre-appointment formalities delineating in clear terms, inter alia, the mandatory nature of Foundation Course and its direct linkage to their probation period and their subsequent confirmation.
- (ii) The Cadre Units will immediately inform the CS.II Division about Steno Grade 'D' who join the allocated cadres. Based on the joining information of these Steno Grade 'D' in the Cadre Units, CS.II Division will nominate them in batches for their Foundation Course programme of six weeks at ISTM.
- (iii) It is reiterated that the Cadre Units shall indicate in unambiguous terms in the Offer of Appointment that successful completion of training is mandatory for direct recruitment Steno 'D' for completing their probation and confirmation.
- (iv) The existing instructions on the subject which, inter-alia, provide that Steno Grade 'D' who qualify Steno Grade 'D' Examination conducted by SSC would be directly nominated to ISTM for undergoing Foundation Course training thus stand superseded with the revised design spelt out in the preceding paragraphs.

3. The original certificates with references to date of birth, educational qualification, etc. shall be verified before appointments are made by the Cadre Units. Copies of certificates submitted by candidates claiming to belong to the SC/ST/OBC etc. in support of their claim shall be added to their respective dossiers. These claims may also be verified by the Cadre Units concerned.

4. In pursuance of the declaration of result by SSC in respect of Stenographer Grade 'C' & 'D' Examination, 2012 and receipt of dossiers, 265 Steno Grade 'D' have been nominated to various Cadre Units by this Division vide OM No. 6/1/2013-CS.II(C) dated 08.05.2013. Cadre Units are requested to issue Offers of Appointment in clear cases without any delay and inform the CS.II Division about the joining of the candidates so that timely action in the matter of conducting of the scheduled Foundation Course Programme may be taken.

5. In case of any doubt or suspicion as regards the eligibility or otherwise in respect of any of the recommended candidates, concerned administrative Ministry/Department may correspond with the Staff Selection Commission giving therein complete details for getting such case(s) enquired through appropriate Government Agency.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

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All Cadre Units of CSSS.