

No.6/6/2013-CS-II(C)  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated: 21<sup>st</sup> June, 2016.


**OFFICE MEMORANDUM**

**Subject: Appointment to the post of Stenographer Grade 'D' of CSSS on compassionate ground- Proposed Revised Guidelines-reg.**

This Department has been receiving references regularly from various Ministries/Departments participating in Central Secretariat Stenographers' Service (CSSS) seeking clarification on the existing guidelines on compassionate appointment in the grade of Stenographer Gr. 'D' of CSSS, issued vide CS-II Division's O.M. No. 10/2/98-CS-II dated 03.12.2001, in pursuance of various guidelines/instructions issued by the Establishment Division of this Department and also with respect to modalities to be followed while making compassionate appointments to the grade of CSSS.

2. In view of above, a need has arisen to frame and issue revised guidelines on the subject. The matter has been examined in this Department at length and the draft revised guidelines have been prepared and are enclosed as Annexure to this O.M. Before the guidelines are finalized and implemented, all stakeholders, including Ministries/Departments participating in CSSS, are requested to offer their comments/views/suggestions, if any, in this regard latest by **05<sup>th</sup> July, 2016** to the undersigned. Comments/views/suggestions may also be sent at the email address [kameshwar.mishra@nic.in](mailto:kameshwar.mishra@nic.in).

Encl: Proposed Revised Guidelines.

  
21/6/16  
(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Telefax: 24623157

To

All Ministries/Departments of the Government of India.

Copy to: 1. ADG (M&C), Press Information Bureau, DoP&T, North Block, New Delhi.

2. NIC, DoP&T with the request to upload the above said O.M., along with its enclosures, at the website of this Department on the homepage. (What is New?).

Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

\*\*\*\*\*

**Draft Revised Guidelines for appointment to the post of Stenographer Grade 'D' of  
CSSS on compassionate ground**

- i.** The compassionate appointments are to be regulated by the O.M. No. 14014/02/2012-Estt.D dated 16.01.2013 of this Department.
- ii.** It is an enabling provision to provide support to the family of a deceased Government servant, wherever desirable. The requisite assessment with regard to desirability of a candidate, based on the financial destitution and the indigent condition of the family of the deceased Government Servant, whose dependent family member is being considered for compassionate appointment, would be made by the Competent Authority in the concerned cadre unit.
- iii.** Compassionate appointments are to be made against regular vacancies and up to a maximum of 5 % of the vacancies falling under the vacancies of Stenographers Grade 'D' for the relevant Select List Year.
- iv.** The objective of compassionate appointment is to provide instant relief to families facing hardship due to death of an earning member. Keeping in view this objective, the persons may be appointed, if found deserving by the concerned cadre unit, subject to 5% ceiling of total regular vacancies in Steno Grade 'D' for the relevant year.
- v.** The appointment is subject to the fulfillment of eligibility conditions by the candidates, except for specific relaxation provided in the O.M. No. 14014/02/2012-Estt.D dated 16.01.2013 and instructions issued there under. As per the CSSS Rules 2010, educational qualification for a person for being considered for appointment as Stenographer Grade 'D' is 10+2 pass. The candidates will also be required to appear and qualify skill test (Stenography test) conducted by SSC which will be of qualifying nature.
- vi.** The concerned cadre units will scrutinize the applications received for compassionate appointment and intimate the details of deserving candidates on merit basis to this Department. This Department will prepare a merit list on centralized basis and consider the candidates for examination of skill test who are having the knowledge of skill, i.e. typing and shorthand, for compassionate



appointment against the 5% of vacancies earmarked for compassionate appointment.

- vii.** The candidates who qualify the skill test would be appointed subject to fulfillment of other terms and conditions. They will be included in the Select Year of the Year in which they are appointed and will be placed below all the other regularly appointed candidates of that Select List (Direct Recruits).
  
- viii.** As regards the candidates who qualify the skill test but do not get appointment due to unavailability of vacancies, their seniority would be considered for appointment in the following year on the basis of their seniority and they need not reappear at the skill test.
  
- ix.** The candidates who fail to qualify in the quarterly examination shall not be considered for appointment to the post of Steno Grade 'D' in CSSS. However, they may pass the Steno exams within 2 years as and when SSC holds the examination.

\*\*\*\*\*

A handwritten signature in black ink, appearing to be 'Harish', is located in the lower right quadrant of the page.