

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

Dated the 24th January , 2011

OFFICE MEMORANDUM

Subject:- Model RRs for Stenographer posts in non-Secretariat Organizations.

The undersigned is directed to refer to this Department's OM of even number dated 10th March, 2010 forwarding copy of the Model Recruitment Rules for Stenographers Grade II post in Non-Secretariat Organizations. The Model RRs for the posts of Stenographer Grade I, Private Secretary, Senior Private Secretary (Group B posts) have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised 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 are also requested to forward these Model RRs to the UT Administrations for appropriate action.
3. Hindi version will follow.

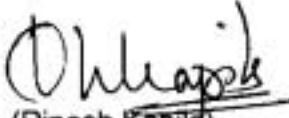

(Dinesh Kapila)
Director

To

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


(Dinesh Kapila)
Director

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE I IN NON-SECRETARIAT ORGANISATIONS

1	2	3	4	5	6
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits
Stenographer Grade I	* (year of framing) * subject to variation dependent on workload	General Central Service, Group B Non-Gazetted, Ministerial	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200	Selection	Not applicable

7	8	9	10	11	12	13
Educational and other qualifications required for direct recruits	Whether age and 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 /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If 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	Two years for promotees	By promotion failing which by deputation	<p>Promotion: Stenographers Grade II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules

				<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government</p> <ul style="list-style-type: none">(a) (i) holding analogous post on regular basis in the parent cadre or department; or(ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs.2400 or equivalent <p>Note 1: The departmental officers in the feeder category who are in the direct</p>		
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			<p>line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service</p>		
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				rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		
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RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY IN NON-SECRETARIAT ORGANISATIONS

1	2	3	4	5	6
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits
Private Secretary	* (year of framing) * subject to variation dependent on workload	General Central Service Group B Gazetted, Ministerial	Pay Band -2 Rs. 9300-34800 plus Grade Pay Rs. 4600	Selection	Not applicable

7	8	9	10	11	12	13
Educational and other qualifications required for direct recruits	Whether age and 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 or absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If 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	By promotion failing which by deputation	<p>Promotion: Stenographers Grade I in the Pay Band 2 with Grade Pay of Rs. 4200 with five years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules

				<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.</p> <p>Note: Officers who were holding the post in pre-revised scale of Rs.5500-9000 on regular basis on 1st January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs.5000-8000.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the Stenographers</p>		
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				<p>grade in the Pay Band 2with Grade Pay of Rs.4200 or equivalent in the parent cadre or department.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The 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 or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p> <p>Note 3: For the purpose of appointment on deputation/absorption basis, the</p>		
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				<p>service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARIAT IN NON-SECRETARIAT ORGANISATIONS

1	2	3	4	5	6
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits
Senior Private Secretary	* (year of framing) * Subject to variation dependent on workload	General Central Service Group B Gazetted, Ministerial	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4800.	Selection	Not applicable

7	8	9	10	11	12	13
Educational and other qualifications required for direct recruits	Whether age and 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 /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If 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	By promotion failing which by deputation	<p>Promotion: Private Secretary in the Pay Band 2 with grade pay of Rs. 4600 with 2 years regular service in the grade or 6 years regular service in Grade pay of Rs.4200 in the Stenographer Grade I</p> <p>Note1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already</p>	Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules

			<p>completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in the Pay Band 2 with Grade Pay of Rs.4600 or equivalent in the parent cadre or department.</p>		
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			<p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The 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 or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service</p>		
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				rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.		
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