

Government of India
Ministry of Water Resources,
River Development and Ganga Rejuvenation
Central Ground Water Board
Bhujal Bhawan,
NH_ IV, Faridabad – 121001

F. No. 20-48/2018-Min.Estt- 635

Dated

CIRCULAR

1 FEB 2023

Sub: Seeking comments/Views/suggestions from stakeholders/citizens on draft proposal for amendment of Recruitment Rules of Stenographer (Grade-I) and Stenographer (Grade II) in Central Ground Water Board-reg.

In Pursuance to Ministry of Jal Shakti, DoWR, RD & GR letter No.A.50013/286/2022-GW Estt dated 13.12.2022 regarding amendment in Recruitment Rules of Stenographer (Grade-I) in Level-6 in the pay matrix and amendment in the Recruitment Rules of Stenographer (Grade-II) in Level-4 and as per the remarks made by DoPT in the above referred letter, the draft Recruitment Rules proposed for amendment/revision in respect of Stenographer (Grade-I) and Stenographer (Grade-II) in Central Ground Water Board are put up on the Official Website of CGWB for comments from the stake holders.

It has been decided to invite views/suggestions from the citizens on the draft Recruitment Rules of the above posts. The views/suggestions preferably not exceeding one page may be sent latest by 01.03.2023 through email on email ID diradm-cgwb@nic.in or aamin-cgwb@nic.in.


 (Dr. Ratikanta Nayak)
 Regional

Director & Director Administration

Copy to:

1. The Under Secretary (GWE), Ministry of Jal Shakti, Shram Shakti Bhawan, New Delhi for information along with a copy of draft RR of Stenographer Grade-I and Stenographer Grade-II.
2. Website Admin, CGWB, CHQ, Faridabad for information along with the draft RR of Stenographer Grade-I and Stenographer Grade-II with the request to upload the same on CGWB's Website.

PROPOSAL FOR MAKING AMENDMENT IN THE EXISTING RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-I

(a)	Name of the post	Stenographer Gr. I	
(b)	Name of the Ministry/Department	Ministry of Jal Shakti/Central Ground Water Board	
(c)	Ref. No. by which commission's advice on Recruitment Rules was conveyed		
(d)	Date of Notification of the original rules and subsequent amendments	Vide No. GSR No. 293 dated 28.08.2018	
Col.No.	Provision in the existing Recruitment Rules	Revised provision proposed for amendment	Reason for amendment
1	Name of post Stenographer Gr. I	No Change	
2	Number of Post 42* (2018) subject to variation dependent on workload	Number of Post 19* (2023) subject to variation dependent on workload	Post reduced from 42 to 19 as to ensure the feeder grade to promotion grade ratio as 2:1 per the ratio suggested by the DoPT.
3	Classification General Central Service, Group 'B' non-Gazetted, Ministerial	No Change	
4	Level in the pay matrix Level-6 in the pay matrix, (Rs. 35400).	No Change	
5	Whether selection or non-selection post Selection	No Change	
6	Age-limit for direct recruits Between 18 to 27 years. Note 1: Relaxable for Government servants upto five years in accordance with the instructions or orders issued by Central Government from time to time. Note 2: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	18 to 30 years	Due to change in age Limit for direct recruits by SSC.

Dr. G. J.

7	<p>Educational and other qualifications required for Direct recruits</p> <p>Essential :</p> <p>(1) 12th pass from a recognized Board or University, and Dictation 10 minutes at the rate of 100 words per minute and transcription : 40 minutes (English) and 55 minutes (Hindi) on Computer.</p> <p>Desirable :</p> <p>One year experience in Stenography from a Government or Public Sector Undertaking or Autonomous Organization or University or Statutory Body or recognized Organization.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2. Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if any at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidate from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>		
8	<p>Whether age and education qualifications prescribed for direct recruits will apply in the case of promotes</p> <p>Not applicable</p>	NO CHANGE	
9	<p>Period of probation, if any</p> <p>Two years</p>	NO CHANGE	
10	<p>Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the posts to be filled by various methods.</p> <p>(i) Twenty percent by promotion failing which by deputation ; and</p> <p>(ii) Eighty percent by direct recruitment</p>	NO CHANGE	
11	<p>In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/ absorption to be made</p>	<p>In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/ absorption to be made</p>	<p>Sub-column (b) of 11 mentioned is deleted.</p>

<p>Promotion:</p> <p>Stenographer Grade-II in level-4 (Rs. 25,500) in the pay matrix with ten years regular service in the grade.</p> <p>Training :</p> <p>Two weeks Secretariat Practices (Level-1) training from Institute of Secretariat Training and Management (ISTM) New Delhi/ Rajiv Gandhi National Ground Water Training and Research Institute, Central Ground Water Board, Raipur.</p> <p>Note:- Where juniors who have completed the qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying / eligibility service or two 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 / eligibility service.</p> <p>Deputation:</p> <p>Officers from the Central or the State Government or Union territories:-</p> <p>a)(i) Holding analogous post on regular basis in the parent cadre or department ;</p> <p style="text-align: center;">OR</p> <p>ii) With ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix in the parent cadre or department, and</p> <p>b) Possessing the educational qualification and experience prescribed for direct recruits under Column (7).</p> <p>Note:1-The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note:-2 Period of deputation including period of deputation in another ex-cadre post held immediately preceding this</p>	<p>Promotion:</p> <p>Stenographer Grade-II in level-4 (Rs. 25,500) in the pay matrix with ten years regular service in the grade</p> <p>Training :</p> <p>Two weeks Secretariat Practices (Level-1) training from Institute of Secretariat Training and Management (ISTM) New Delhi/ Rajiv Gandhi National Ground Water Training and Research Institute, Central Ground Water Board, Raipur.</p> <p>Note:- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying / eligibility service or two 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 / eligibility service.</p> <p>Deputation:</p> <p>Officers from the Central or the State Government or Union territories:</p> <p>a)(i) Holding analogous post on regular basis in the parent cadre or department ;</p> <p style="text-align: center;">OR</p> <p>ii) With ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix in the parent cadre or department, and</p> <p>Note:1-The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note:-2 Period of deputation including period of</p>	
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	<p>appointment in the same or some other organization or department of the Central Government shall not ordinarily exceed three years.</p> <p>Note:-3 The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date prescribed for receipt of applications.</p>	<p>deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not ordinarily exceed three years.</p> <p>Note:-3 The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date prescribed for receipt of applications.</p>	
12	<p>If a Departmental promotion Committee exists. What is its composition?</p> <p>Group 'B' Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> 1. Chairman, Central Ground Water Board –Chairman 2. Director (Admn.), Central Ground Water Board - Member 3. An Officer from another Central Government Department not below the rank of Scientist-D/Superintending Engineer, Central Ground Water Board in level-12 in the pay matrix - Member 4. An Officer of Central Ground Water Board in Level-11 in the pay matrix - Member <p>Group'B' Departmental Confirmation Committee consisting of :-</p> <ol style="list-style-type: none"> 1. Chairman, Central Ground Water Board – Chairman 2. Director (Administration), Central Ground Water Board - Member 3. An Officer of Central Ground Water Board in Level-11 in the pay matrix - Member 	NO CHANGE	
13	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p> <p>Consultation with Union Public Service Commission is not necessary.</p>	NO CHANGE	

Draft

PROPOSAL FOR MAKING AMENDMENT IN THE EXISTING RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-II

(a)	Name of the post	Stenographer Gr. II	
(b)	Name of the Ministry/Department	Ministry of Jal Shakti/Central Ground Water Board	
(c)	Ref. No. by which commission's advice on Recruitment Rules was conveyed		
(d)	Date of Notification of the original rules and subsequent amendments	Vide No. GSR No. 260 dated 12.12.2014	
Col.No.	Provision in the existing Recruitment Rules	Revised provision proposed for amendment	Reason for amendment
1	Name of post Stenographer Gr. II	No Change	
2	Number of Post 15* (2014) subject to variation dependent on workload	Number of Post 38* (2023) subject to variation dependent on workload	Post Increased from 15 to 38 as to ensure the feeder grade to promotion grade ratio 2:1 as suggested by the DoPT.
3	Classification General Central Service Group 'C' Non Gazetted Ministerial	Classification General Central Service Group 'C' Non Gazetted Ministerial	NO CHANGE
4	Pay Band-I and Grade Pay or Pay Scale Rs. 5200-20200 plus Grade pay of Rs. 2400	Pay Band and Grade Pay or Pay Scale Level-4 in the Pay Matrix (Rs. 25500)	Due to implementation of 7 th CPC.
5	Whether Selection post or non – selection post. 'Selection'	NO CHANGE	
6	Age limits for direct recruits. Between 18 to 27 years (Relaxable for Government Servants up to the age of 40 years in the case of general Candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or order issued by the Central Government from time to time) Note 2 : The crucial date for determining the age limit shall be the	NO CHANGE	

	closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).		
7	<p>Educational and other qualifications required for direct recruits.</p> <p>Essential :</p> <p>(i) 12th pass from a recognized Board. (ii) Skill Test Norms (A) Dictation: 80 words per minute in Stenography.. (B) Transcription: 40 words per minute in English and 35 words per minutes in Hindi on computer correspond to 12000 key depressions per hour in English and in Hindi 10500 key depression per hour an average of 5 key depressions for each word.</p>		NO CHANGE
8	<p>Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees</p> <p>Not applicable</p>		NO CHANGE
9	<p>Period of probation, if any</p> <p>Two years</p>		NO CHANGE
10	<p>Method of recruitment: Whether by direct recruitment or by deputation/absorption and percentage of the posts to be filled by various methods.</p> <p>Direct Recruitment</p>		NO CHANGE
11	<p>In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/ absorption to be made</p> <p>Not applicable</p>		NO CHANGE

12	<p>If a Departmental Promotion Committee exists. What is its composition</p> <p>Group 'C' Departmental Promotion Committee, for considering confirmation, consisting of :-</p> <ol style="list-style-type: none"> 1. Director (Admn.), Central Ground Water Board - Chairman 2. Executive Engineer, Central Ground Water Board- Member 3. Senior Administrative Officer, Central Ground Water Board- Member 	NO CHANGE	
13	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p> <p>Not applicable</p>	NO CHANGE	

(Ratikanta Nayak)
 Director (Administration)