

Amendment proposed in the Recruitment Rules for the post of Stenographer (Grade-I & II)

Form to be filled by the Ministry / Department while forwarding proposals to the Ministry of Home Affairs (Department of Personnel & Administrative forms and the Union Public service Commission for amending Recruitment Rules)

(a)	Name of the Post	Senior Stenographer		
(b)	Name of the Ministry/Department	Central Ground Water Board / Ministry of Water Resources, River Development and Ganga Rejuvenation		
(c)	Ref. No. by which commission's advice on Recruitment Rules was conveyed.	Not applicable		
(d)	Notification Number	Steno Gr. I-MOWR, Notification No. 23/15/98-GW-I dated 03.07.2009 Steno Gr. II-MOWR, Notification No. 23/04/98-GW-I dated 17.12.2000		
S. No.	Provision in the approved existing Recruitment Rules	Provisions in the approved existing Recruitment Rules	Revised provision Proposed	Reasons for amendment
1	Name of post Stenographer Gr. I	Name of the Post Stenographer Gr. II	Name of the Post Stenographer (Grade-I)	On accounts of merger of pre-revised pay scales of Rs. 5000-8000/- & Rs. 5500-9000/- and the post of Steno (Grade-II) and Steno (Grade-I) came in an identical grade (Part-B) Section I of Resolution accepting the 6 th CPC recommendations (copy enclosed). The Re-designation becomes necessary after the merger of two identical posts.

2	<p>Number of Post</p> <p>15* (2003)</p> <p>* subject to variation dependent on workload</p>	<p>Number of Post</p> <p>27** (2000)</p> <p>*subject to variation dependent on workload</p>	<p>Number of Post</p> <p>42 (2012)</p> <p>Subject to variation dependent on workload</p>	<p>Due to merger of the post of Steno Gr. II and Steno Grade-I into a new designation called Stenographer (Grade-I) without changing the total sanctioned posts.</p> <p>*Out of this 02 posts was sanctioned for RGNGWT & RGI vide MOWR letter No. 15/02/2007-GW dated 06.07.2009 (Copy enclosed).</p>
3	<p>Classification</p> <p>General Central Service, Group "B" (Non-Gazetted) Ministerial</p>	<p>Classification</p> <p>General Central Service, Group "C" (Non-Gazetted) Ministerial</p>	<p>Classification</p> <p>General Central Service Group "B" (Non-Gazetted) Ministerial</p>	<p>Revised classification as per the 6th CPC.</p>
4	<p>Scale of Pay</p> <p>Rs. 5500-175-9000/-</p>	<p>Scale of Pay</p> <p>Rs. 5000-150-8000/-</p>	<p>Scale of Pay</p> <p>PB-2 Rs. 9300-34800/- with Grade Pay of Rs. 4200/-</p>	<p>For substituting the existing scales by the Grade Pay and Pay band as per the 6th CPC recommendations.</p>
5	<p>Whether selection by merit or selection cum-seniority or non-selection post</p> <p>Selection</p>	<p>Whether selection by merit or selection cum-seniority or non-selection post</p> <p>"Selection"-cum-seniority</p>	<p>Whether selection by merit or selection cum-seniority or non-selection post</p> <p>Selection</p>	<p>No change</p>
6	<p>Whether benefit of added years of service admissible under rule 30 of Central Secretariat Service (Pension) Rules, 1972</p> <p>Not Applicable</p>	<p>Whether benefit of added years of service admissible under rule 30 of Central Secretariat Service (Pension) Rules, 1972</p> <p>Not Applicable</p>	<p>Whether benefit of added years of service admissible under rule 30 of Central Secretariat Service (Pension) Rules, 1972</p> <p>Not Applicable</p>	<p>Points may be deleted</p>

7	<p>Age limits for direct</p> <p>Not applicable</p>	<p>Age limits for direct recruits.</p> <p>Between 18 to 25 years. (Relaxable up to 40 years in case of Government servants in accordance with the instructions and orders issued by the Central Government from time to time)</p> <p>Note:- the crucial date for determining the age limit shall be the last date as advertised by the Staff Selection Commission.</p>	<p>Age limits for direct recruits. Between 18 to 27 years.</p> <p>(Relaxable up to 40 years in case of Government servants in accordance with the instructions and orders issued by the Central Government from time to time)</p> <p>Note1: The crucial date for determining the age limit shall be the closing date for receipt of application 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 and Lakshadweep)</p>	<p>No Change</p>
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<p>8</p>	<p>Educational and other qualification required from direct recruits.</p> <p>Not applicable</p>	<p>Educational and other qualifications required for direct recruits.</p> <p>Essential:</p> <p>Matriculation OR equivalent speed of 100 word per minute in Stenography (Shorthand) (Hindi) (English)</p> <p>Desirable: -</p> <p>Experience of having worked as Stenographer for one year.</p>	<p>Educational and other qualifications required for direct recruits.</p> <p>Essential:</p> <p>1. 10+2 / Senior Secondary Examination or equivalent qualification from a recognized University/ Board/ Institute.</p> <p>2. Skill Test:</p> <p>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/PSU/Autonomous Organization/University/Statutory Body/Private Organization</p> <p>Note 1:- Qualifications are relaxable at the discretion of Union Public Service Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2:Qualification regarding experience is/ are relaxable at the discretion of the Union Public Service Commission authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service 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>	<p>No change</p>
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9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes Not applicable	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes Not applicable	No change
10	Period of probation, if any Two years for promotes	Period probation, if any. Two years for promotes	Two years	Probation period for two years is required since there is a change in group of the post.
11	Method of recruitment whether by direct recruitment or by deputation / absorption and percentage of the post to be filled by various methods. Promotion failing which by deputation Training: There is no provision of Training in existing RR.	Method of recruitment whether by direct recruitment or by deputation / absorption and percentage of the post to be filled by various methods. By Promotion failing which by deputation and failing both by direct recruitment Training: There is no provision of Training in existing RR.	Method of recruitment whether by direct recruitment or by deputation / absorption and percentage of the post to be filled by various methods. (i) 20% by Promotion failing which by Deputation (ii) 80% by Direct Recruitment. Training: Two weeks Secretarial Practices (Level-1) from Institute of Secretariat Training & Management (ISTM), New Delhi / Rajiv Gandhi National Ground Water Training Institute (RGNGWTRI), Raipur.	Being a promotion post method of promotion failing which by deputation / absorption has been proposed.

<p>12</p>	<p>In case of recruitment by promotion / deputation /absorption grade from which promotion /deputations / absorption to be made.</p> <p>Promotion:</p> <p>Stenographer Gr. II with three years regular service in the grade.</p> <p>Note: where juniors who have completed their qualifying eligibility service are being consider for promotion, their seniors should also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service or two years who ever less and successfully completed their probation period for the promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p>Deputation: Officers under the Central Government : -</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre /department, or (ii) with three years regular service in posts in the scale of pay of Rs. 5000-8000/- or equivalent in parent cadre /department</p> <p>OR</p>	<p>In case of recruitment by promotion/deputation /absorption grade from which promotion /deputations/absorption to be made.</p> <p>Promotion:</p> <p>Promotion from Stenographer Grade III in the Scale of Rs. 4000-6000/- with eight years regular service in the Grade.</p> <p>Deputation:</p> <p>The officers of the Central Government :-</p> <p>(a) (i) Holding analogous post on regular basis; OR (ii) with eight years regular service in the grade of Rs. 4000-6000/-</p>	<p>In case of recruitment by promotion /deputation/absorption grade from which promotion/deputations/ absorption to be made.</p> <p>Promotion:</p> <p>Promotion from Stenographers Grade-II in PB-1 in the corresponding pay scale of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- with ten years regular service in the grade.</p> <p>Deputation:</p> <p>The officers of the Central Government: -</p> <p>(a) (i) Holding analogous post on regular basis; OR (ii) with ten years regular service in PB-1 in the corresponding pay scale of Rs. 5200-20200/- with GP of Rs. 2400/-</p>	
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<p>(b) Possessing a speed of 100 words per minute in Stenography (English or Hindi). (The Departmental Officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation similarly; deputations shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organization / department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.)</p>	<p>(c) Possessing a speed of 100 words per minute in another ex-cadre post held immediately preceding this appointment in the organization shall ordinarily not exceed three years. The maximum age limit for appointment shall be not exceeding 56 years as on the closing date of receipt of application.</p>	<p>(b) Possessing a speed of 100 words per minute in Stenographer (English or Hindi). (The Departmental Officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation similarly; deputation it shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organization / department of the Central Government shall not ordinarily 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:</p> <p>For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006 the date from</p>	
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			<p>Which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay /pay scale extended based on the recommendations of the commission. For purposes of appointment on deputation /absorption basis the service rendered on a regular basis by an officer prior to 01.01.2006 the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendation of the commission except where there has been merger of more than one pre-revised scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the posts (s) for which that grade pay / pay scale is the normal replacement grade without any up-gradation.</p>	
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<p>13</p>	<p>If a departmental Promotion Committee exists. What is its composition. Group 'B' Departmental Promotion Committee for considering promotion:</p> <ol style="list-style-type: none"> 1. Chairman, CGWB – Chairman 2. Director (Admn.), CGWB-Member 3. An officer of another Central Government Department not below the level of Scientist-D in Central Ground Water Board-Member 4. An Officer not below the rank of Scientist-D in Central Ground Water Board belonging to Scheduled Caste /Scheduled Tribe -Member 	<p>If a departmental Promotion Committee exists. What is its composition. Group 'C'; Departmental Promotion Committee consisting of :</p> <ol style="list-style-type: none"> 1. Director (Admn.), CGWB-Member 2. Scientist-D/Superintending Engineer – Member 3. An officer of another Central Government Department not below the rank of Scientist-D / Superintending Engineer -Member 4. An Officer not below the rank of Scientist-D / Superintending Engineer belonging to Scheduled Caste /Scheduled Tribe-Member 	<p>If a departmental Promotion Committee exists. What is its composition. Group "B: Departmental Promotion Committee consisting for considering promotion :-</p> <ol style="list-style-type: none"> 1. Chairman, CGWB - Chairman 2. Director (Admn.), CGWB - Member 3. An officer of another Central Government Department not below the rank of Scientist-D/Superintending Engineer – Member 4. An officer of CGWB in the Grade Pay of Rs. 6600/- -Member <p>Note: any one member from the above shall be from SC/ST category.</p> <p>Group "B: Departmental Promotion Committee consisting for considering Confirmation of probation:-</p> <ol style="list-style-type: none"> 1. Chairman, CGWB - Chairman 2. Director (Admn.), CGWB - Member 3. An officer of another Central Government Department not below the rank of Scientist-D/Superintending Engineer – Member 4. An officer of CGWB in the Grade Pay of Rs. 6600/- -Member <p>Note: any one member from the above shall be from SC/ST category.</p>	<p>Re-classification of the post to Group-B (Non-Gazetted) on implementation of 6th CPC.</p>
<p>14</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment. Consultation with Union Public Service Commission not necessary</p>	<p>Not applicable</p>	<p>–</p>	<p>Not applicable</p>