

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE II

Name of post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ transfer, grades from which promotion/deputation/transfer to be made.	If a Departmental promotion Committee exists what is its composition.	Circumstances in which UPSC is to be consulted in making recruitment.
1	2	3	4	5	6	7	8	9	10	11	12	13
Stenographer Grade II	01 * (2017) *subject to variation dependant on workload	General Central Service Group 'C' Non-Gazetted Ministerial.	Pay matrix level-4	Not applicable	18 -27 years (Relaxable for Government servants upto 40 years in accordance with instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	i) 12 th call pass or equivalent from a recognized Board or University. ii) Skill Test shall be conducted only on computers and norms for the same as under : Dictation : 10 minutes @ 80 words per minute Transcription : 50 minutes (English) 65 minutes (Hindi)	Not applicable	Two years	Direct Recruitment through Staff Selection Commission Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by deputation basis from officers of the Central Government holding analogous posts on regular basis in the parent cadre or department and possessing the educational qualifications prescribed for direct recruits under column (7).	Not applicable	Group 'C' DPC (for considering confirmation) consisting of : 1. Director, CIFNET : Chairman 2. Head of Office, CIFNET, Chennai/ Vizag: Member 3. Senior Administrative Officer, CIFNET : Member	Not Applicable.



DIRECTOR

ANNEXURE-III

FORM TO BE FILLED BY THE MINISTRY/DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL FOR AMENDING APPROVED RECRUITMENT RULES.

1. a) Name of Post : **STENOGRAPHER GRADE II**
 b) Name of the Ministry/Department : Ministry of Agriculture and Farmers' Welfare, Department of Animal Husbandry, Dairying & Fisheries.
 2. Reference No. in which the Commission's approval was conveyed : GSR No. 233, dated 19.09.2012.

Col. No.	Provision in the approved rules	Revised provision proposed	Reason for the revision proposed
1	Stenographer Grade II	Stenographer Grade II	No changes proposed
2	01 post (Subject to variation dependant on workload)	01 posts (2017) (Subject to variation dependant on workload)	No changes proposed
3	General Central Service Group-C Non-Gazetted Ministerial	General Central Service Group-C Non-Gazetted Ministerial	No changes proposed
4	Pay Band I - Rs.5200-20200 plus GP Rs. 2400/-	Pay matrix level-4	As per VII Pay Commission recommendations
5	Not Applicable	Not applicable	No changes proposed.
6	18 -27 years (Relaxable for Government servants upto 40 years in accordance with instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	18 -27 years (Relaxable for Government servants upto 40 years in accordance with instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	No changes proposed.
7	i) 12 th call pass or equivalent from a recognized Board or University. ii) Skill Test shall be conducted only on computers and norms for the same as under : Dictation : 10 minutes @ 80 words per minute Transcription : 50 minutes (English) 65 minutes (Hindi)	i) 12 th call pass or equivalent from a recognized Board or University. ii) Skill Test shall be conducted only on computers and norms for the same as under : Dictation : 10 minutes @ 80 words per minute Transcription : 50 minutes (English) 65 minutes (Hindi)	No changes proposed.
8	Not applicable.	Not applicable	No changes proposed.
9	Two years	Two years	No changes proposed.
10	Direct Recruitment through Staff Selection Commission Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by deputation basis from officers of the Central Government holding analogous posts on regular basis in the parent cadre or department and possessing the educational qualifications prescribed for direct recruits under column (7).	Direct Recruitment through Staff Selection Commission Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by deputation basis from officers of the Central Government holding analogous posts on regular basis in the parent cadre or department and possessing the educational qualifications prescribed for direct recruits under column (7).	No changes proposed.
11	Not applicable	Not applicable	No changes proposed.

12	<u>Group 'C' DPC (for considering confirmation) consisting of :</u> 1. Director, CIFNET : Chairman 2. Deputy Director, CIFNET: Member 3. Senior Administrative Officer, CIFNET : Member	<u>Group 'C' DPC (for considering confirmation) consisting of :</u> 1. Director, CIFNET : Chairman 2. Head of Office, CIFNET, Chennai/ Vizag: Member 3. Senior Administrative Officer, CIFNET : Member	No changes proposed.
13	Not applicable	Not applicable	No changes proposed.



DIRECTOR

Draft for Approval