

SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or Non-Selection Post
1	2	3	4	5
1. Stenographer, Grade III	*(Year of framing) subject to variation *dependent on workload	General Central Service Group 'C' Non-Gazetted, Ministerial	Rs. 1200-30-1560- EB-40-2040.	Not Applicable
2. Stenographer Grade II	Do.	Do.	Rs. 1400-40-1800- EB-50-2300.	Non Selection
3. Stenographer Grade I	Do.	Do.	Rs. 1640-60-2600- EB-75-2900.	Do.

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees
6	7	8	9
(1) Not Applicable	18 to 25 years (Relaxable for Govt. servants upto 35 years in accordance with the instructions or orders issued by the Central Govt.) Note: —The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	(1) Matriculation or equivalent (2) A speed of 80 wpm in Stenography (English or Hindi).	Not Applicable
(2) Do.	25 years (relaxable upto 35 years in case of Govt. servants in accordance with the instructions or orders issued by the Central Govt.) Note: As above.	(1) Matriculation or equivalent (2) A speed of 100 wpm in Stenography (English/Hindi).	Do.
(3) Do.	Not Applicable	Not Applicable	Do.

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
10	11	12
(1) Two years	Direct recruitment through Staff Selection Commission.	Not Applicable
	<p>Note:—Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Govt. holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at col. 9</p>	
(2) 2 years for promotees, Nil for direct recruits.	By promotion failing which by transfer on deputation failing both by direct recruitment.	<p>Promotion : Promotion from Stenographers Grade III in the scale of Rs. 1200—2040 with 5 years regular service in the grade.</p>
	(Direct recruitment may be prescribed/resorted to only when there is not enough feeder grade strength or when there is no possibility of filling up of the posts by transfer on deputation).	<p>(b) Possessing a speed of 100 wpm in Stenography (English/Hindi). 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/deptt. of the Central Govt. shall ordinarily not exceed 2 years.</p>
(3) 2 years	By promotion failing which by transfer on deputation.	<p>Promotion: Stenographers Grade III in the scale of Rs. 1400—2300 with 5 years regular service in the grade.</p>
		<p>Transfer on deputation: Officers of the Central Govt.:</p>
		<p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years regular service in the scale of Rs. 1400—2300 or equivalent; (iii) with 10 years of regular service in the scale of Rs. 1200—2040 or equivalent; and</p>
		<p>* (b) possessing a speed of 100 wpm in stenography (English/Hindi)</p>
		<p>*Period of deputation column as in 2.</p>

If a Departmental Promotion Committee exists what is its composition ?	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment rules.
13	14
(1) Group 'C' DPC for confirmation	Not Applicable
(2) Group 'C' DPC comprising of	Do.
(3) Do.	Do.