

**F. No. M-26011/7/2021-Press**  
**Government of India**  
**Ministry of Information & Broadcasting**  
**A-Wing, Shastri Bhawan, New Delhi-110001**

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Dated: 1<sup>st</sup> May, 2024

**NOTICE**

**Amendment of Recruitment Rules for Group C posts of Stenographer Grade II, Stenographer Grade III & Multi Tasking Staff in the Photo Division of the Ministry of Information & Broadcasting**

Recruitment Rules for the Group C posts of Stenographer Grade II, Stenographer Grade III & Multi Tasking Staff in the Photo Division are proposed to be amended to bring them in consonance with Model Recruitment Rules issued by DoPT and 7<sup>th</sup> CPC recommendations. Draft RRs are **annexed**.

2. The stakeholders are requested to kindly send their comments on the draft RRs for the said posts via e-mail at [sopress.inb@nic.in](mailto:sopress.inb@nic.in) within 30 days from the date of issue of this Notice.

*Naveen*

**(Naveen Kumar Dubay)**  
**Under Secretary to the Government of India**  
**☎: 011-23387373**

To

All Stakeholders

## DRAFT

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART \_\_\_ SECTION \_\_\_]  
GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION AND BROADCASTING

### NOTIFICATION

New Delhi, dated.....

GSR \_\_\_ - In exercise of the powers conferred by the provision to article 309 of the Constitution, and in supersession of the (i) Photo Division, New Delhi (Group C and D Posts) Recruitment Rules, 1980 and (ii) Photo Division, Ministry of Information and Broadcasting, Multi Tasking Staff (Group 'C' Post) Recruitment Rules, 2014 except as respects things done or omitted to have been done before such supersession, the President hereby makes the following rules to regulate the conditions of service relating to Group C posts of Stenographer Grade II, Stenographer Grade III & Multi Tasking Staff in the Photo Division of the Ministry of Information & Broadcasting, namely :-

**1. Short title and commencement** - (1) These rules may be called the Photo Division, Press Information Bureau, Stenographer Grade II, Stenographer Grade III and Multi Tasking Staff, Group 'C' posts Recruitment Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application** – These rules shall apply to the posts specified in Column (1) the Scheduled annexed hereto.

**3. Number of posts, classification and pay band and grade pay or pay scale** - The number of the said post, its classification and the pay matrix level attached thereto shall be as specified in Columns (2) to (4) of the schedule annexed hereto.

**4. Methods of recruitment, age limit and qualification, etc** - The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in Columns (5) to (13) of the said Schedule.

**5. Disqualification** - No person,

(a) who, has entered into or contracted a marriage with a person having a spouse living ; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax** - Where the Central Government is of the opinion that it is necessary or expedient to do so , it may, by order, for reason to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

**7. Saving** - Nothing in these rules shall affects reservations, relaxation of age limit, and other concessions required to be provided for the Scheduled Caste, Schedule Tribes, Other Backgrounds Classes, Ex-servicemen and Other Special Category of persons, in accordance with the Orders issued by Central Government from time to time in this regard.

**Draft Recruitment Rules for the post of Stenographer Grade II, Group C -Ministerial, Non-Gazetted in Pay Matrix Level 6 (Rs.35400-112400) in Photo Division, PIB**

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Matrix Level	Whether selection post or non-selection ?	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
1 Stenographer Grade II	2 01* (2024) * Subject to variation dependent on workload	3 GCS, Group 'C', Non-Gazetted, Ministerial	4 Pay Matrix Level 6 (Rs.35400-112400)	5 Non-selection	6 Not applicable	7 Not applicable

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/ transfer & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion, deputation or absorption, grades from which promotion /deputation/absorption to be made.	Does a DPC exist? What is its composition?	Circumstances in which UPSC is to be consulted in making recruitment.
8 Not applicable	9 Nil	10 By promotion failing which by deputation.	11 Promotion from amongst Stenographer Grade III in Photo Division in the Pay Matrix Level – 4 with 10 years regular service in the grade. Deputation: From Stenographers (Grade II) in the Ministry of I&B or its Media Units or from amongst Stenographer (Gr.III) (Non-CSCS) in the Media Units of Ministry of I&B with at least 10 years regular service in the grade (Period of deputation ordinarily not exceeding 3 years).	12 Group 'C' Departmental Promotion Committee: a) Director (Admn.), PIB – Chairman b) Dy. Director (Admn.), PIB – Member c) Section Officer (Admn.), PIB – Member	13 Not applicable

**Draft Recruitment Rules for the post of Stenographer Grade III, Group C - Ministerial, Non-Gazetted in Pay Matrix Level 4 (Rs.25500-81100) in Photo Division, PIB**

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Matrix Level	Whether selection post or non-selection?	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Stenographer Grade III	01* (2024) * Subject to variation dependent on workload	GCS, Group 'C', Non-Gazetted, Ministerial	Pay Matrix Level 4 (Rs.25500-81100)	Not applicable	Between 18 and 27 years of age. (Relaxable for Govt. servants upto 40 years in accordance with the instructions and orders issued by the Central Govt.)	(i) 12th Class or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes (in English) or 65 minutes (in Hindi) on computer.

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/ transfer & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion, deputation or absorption, grades from which promotion /deputation/absorption to be made.	Does a DPC exist? What is its composition?	Circumstances in which UPSC is to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	Two years	By direct recruitment	Not applicable	Group 'C' Departmental Promotion Committee: a) Director (Admn.), PIB – Chairman b) Dy. Director (Admn.), PIB – Member c) Section Officer (Admn.), PIB – Member	Not applicable

**Draft Recruitment Rules for the post of Multi Tasking Staff, Group C, Non-Ministerial, Non-Gazetted in Pay Matrix Level 1 (Rs.18000-56900) in Photo Division, PIB**

**SCHEDULE**

Name of post	No. of posts	Classification	Pay Matrix Level	Whether selection post or non-selection?	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Multi Tasking Staff	07* (2024) * Subject to variation dependent on workload	GCS, Group 'C', Non-Gazetted, Non-Ministerial	Pay Matrix Level 1 (Rs.18000-56900)	Not applicable	Between 18 and 25 years of age.  Note: 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 J&K State, Lahaul&Spiti district and Pangri Sub division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).  In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.)	10 <sup>th</sup> Class or equivalent

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 promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion, deputation or absorption, grades from which promotion /deputation/absorption to be made.	Does a DPC exist? What is its composition?	Circumstances in which UPSC is to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable	2 years	By direct recruitment.	Not applicable	Group 'C' Departmental Promotion Committee: a) Director (Admn.), PIB – Chairman b) Dy. Director (Admn.), PIB, – Member c) Section Officer (Admn.), PIB – Member (d) An officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India - Member	Not applicable