

**No. M-28011/7/2019-IP&MC**  
**Government of India**  
**Ministry of Information and Broadcasting**

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749-A, 'A' Wing, Shastri Bhawan  
New Delhi-110001

Dated: 27<sup>th</sup> November 2020


**OFFICE MEMORANDUM**

**Subject: Revision of Recruitment Rules for the post of Stenographer Grade-III (to be re-designated as Stenographer Grade-II) in Directorate of Publications Division - reg.**

The undersigned is directed to refer to DoP&T's OM No. AB-14017/61/2008-Estt(RR) dated 13.10.2015. In accordance with the said OM, the proposal for revision of Recruitment Rules are to be uploaded on the websites of respective Ministries/Departments for 30 days for inviting comments from all stakeholders.

2. In this regard, the draft Recruitment Rules for the post of Stenographer Grade-III (to be re-designated as Stenographer Grade-II in accordance with DoP&T's OM No. AB-14017/8/2010-Estt(RR) dated 10.03.2010) in the Directorate of Publications Division are attached for information of all stakeholders. All stakeholders are requested to go through the draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of one month i.e. till 26.11.2020.

Encl. As above

  
27.11.2020

(D.K. Chawla)

Under Secretary to the Government of India

Tel. 2338 9460

Email: [dk.chawla@nic.in](mailto:dk.chawla@nic.in)

To

All stakeholders

Copy to:

1. NIC, Shastri Bhawan, New Delhi : for uploading the OM along with enclosures on the website of Ministry of Information and Broadcasting.
2. Director General, Publications Division, Sochna Bhawan, New Delhi : for uploading the OM along with enclosures on DPD's website.



**TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I)**  
GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION & BROADCASTING

NOTIFICATION

New Delhi, the .....

G.S.R.....In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of Government of India, Ministry of Information & Broadcasting's Notification GSR-282 dated 08<sup>th</sup> November, 2006, in so far as they relate to the post of Stenographer Grade-III except as respects, things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade-III (To be redesignated as Stenographer Grade-II) in Publications Division in the Ministry of Information and Broadcasting namely :-

**1. Short title and commencement:-**

- (1) These rules may be called the Publications Division (Stenographer Grade-II Group 'C' post) Recruitment Rules, 2020.
- (2) These 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 of the Schedule annexed to these rules.

**3. Number of post, classification and level in the pay matrix:-** The number of the said posts, their classification and the level in the pay matrix attached thereto, shall be as specified in Columns 2 to 4 of the said schedule.

**4. Method of Recruitment, age limit, qualifications etc:-** The method of recruitment, age limit, educational qualifications and other matters relating there, 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 posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for doing so, 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 so to do, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**7. Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule is annexed.

[File No. 28011/7/19-IP&MC]

D.K. Chawla  
Under Secretary to the Govt. of India

**Note:** The Principal rules were published in Gazette of India, Part II, Section 3, Sub section (i), *vide* notification number G.S.R. No. 282 dated 8<sup>th</sup> November 2006.

Schedule

Name of Post	No. of posts	Classification	Pay 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 Recruitment 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 / absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made	If a DPC exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
1	2	3	4	5	6	7	8	9	10	11	12	13
Stenographer Grade-II	07 (2020) *(subject to variation of workload)	General Central Service Group C, Non Gazetted, Non-Ministerial	Pay Level 4 in the Pay Matrix (7 <sup>th</sup> CPC)	Not Applicable	18 - 27 years. (Relaxable for Govt servants upto 40 years in accordance with the 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.	1. 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. 2. Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. Transcription: 65 mts (Eng.), 75 mts (Hindi) (on manual typewriter) Or 50 mts (Eng.), 65 mts (Hindi) (on computer)	Not Applicable	Two years	100% 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 on deputation basis from amongst the officials of Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Col.7	Not Applicable	Group 'C' DPC for confirmation : 1. Director, DPD – Chairman 2. Deputy Director (Admn.), DPD – Member 3. Deputy Director, DPD - Member	Not Applicable

D.K. Chawla  
Under Secretary,  
Ministry of Information & Broadcasting