

No.M-27011/13/2021-MUC-II
Government of India
Ministry of Information and Broadcasting
MUC-II section

Room No.125, A-wing,
Shastri Bhawan, New Delhi - 110001.

Dated: 07.04.2022

13

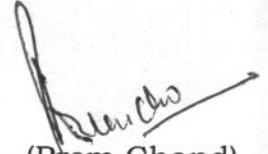
OFFICE MEMORANDUM

Subject: Seeking comments/views/suggestions from Stakeholders on amendment of Recruitment Rules for the post of Stenographer Grade-II in BOC (erstwhile S&DD)- regarding.

The undersigned is directed to say that as per DoPT's O.M. No. AB-14017/61/2008-Estt(RR) dated 13.10.2015, the framing/Amendment of Recruitment Rules are required to be uploaded on the website of respective Ministries/Departments for 30 Days inviting comments from the stakeholders.

2. Accordingly, the draft Recruitment Rule for the post of Stenographer Grade-II in Bureau of Outreach & Communication (Song & Drama Division) are uploaded on the official website of Ministry of Information and Broadcasting for information of 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 30 Days from the date of its uploading on the website.

Encl.: As above


(Prem Chand)

Under Secretary to the Government of India

Tel: 2338 6199

e-mail: somuc2-moib@gov.in

To,

1. All the stakeholders concerned.
2. NIC, M/o I&B, Shastri Bhawan with a request to upload the draft Recruitment Rules on the website of the Ministry of Information and Broadcasting.

(TO BE PUBLISHED IN PART II, SECTION 3
SUB-SECTION(i) OF THE GAZETTE OF INDIA)

Government of India
Ministry of Information & Broadcasting

New Delhi-110003
Dated, the March 2022

NOTIFICATION

GSR.... In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Bureau of Outreach and Communication (erstwhile Song and Drama Division) Stenographer Grade II Recruitment Rules except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules to regulate the method of recruitment to the post of Stenographer Grade II in Bureau of Outreach and Communication, erstwhile Song and Drama Division, of the Ministry of Information and Broadcasting

Namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (1) These rules may be called the, Bureau of Outreach Communication (erstwhile Song and Drama Division) Administrative Officer Recruitment Rules, 2022.
- (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 of the Schedule annexed hereto.

3. NUMBER OF POSTS, THEIR CLASSIFICATION AND SCALE OF PAY:- The number of the said posts, their classification and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

4. METHOD OF RECRUITMENT, AGE LIMITS, QUALIFICATIONS ETC:- The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the aforesaid 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 any of the said posts:

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 the marriage and 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 so to do, it may by order for reasons to be recorded in writing and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any clause or category of persons.
7. **SAVINGS:-** Nothing in these rules shall affect reservations, relaxation of age limit and other Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-II IN THE BOC(S&DD), MINISTRY OF
INFORMATION AND BROADCASTING

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade pay/pay scale	Whether Selection post or non-selection post	Whether benefit of added years of service admissible under 30 of the CCS (Pension) Rules 1972	Age limit for direct recruitment	Educational and other qualifications required for direct recruits
1 Stenographer Grade-II	2	3 General Central Service Group 'C' Non- Gazetted, Ministerial	4 Pay Level 4 in pay Matrix as per 7 th CPC	5 Not applicable	6 Not Applicable	7 18-27 years (Relaxable for Govt. Servants up to 40 years in accordance with instructions or orders issued by the Central Government). The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission..	8 1) 12 th 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)

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of 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 Departmental Promotions Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
9	10	11	12	13	14
Not Applicable	Two years	Direct recruitment through Staff Selection Commission <u>Note:</u> 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 from the officials of the Central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruit at Col.8.	Not Applicable	Group C DPC for confirmation 1. Deputy Director (Admn.), BOCChairman 2. Deputy Director (Admn.), DivisionMember 3. Asstt. Director (Admn.) / Administrative Officer, BOC (S&D).....Member	Not applicable

ANNEXURE - III

1	Name of post	Stenographer Grade-II
2	Name of Ministry/Department	Bureau of Outreach and Communication, Min. Of I&B
3	Reference number in which Commission's advice on recruitment rules was conveyed	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed, duly flagged and referenced)	7 th December, 1983.

S.No.	Name	Provision in the existing/approved Recruitment Rules (pg. 5-8/c)	Revised provision proposed	Reasons for proposing revision
1.	Name of Post	Stenographer Grade-I	Stenographer Grade-II	As per instructions issued by Department of Personnel & Training(DoP&T) vide OM No. . AB-14017/8/2010- Estt(RR), dated 10.03.2010
2	No. Of Posts	14* (1983) *Subject to variation dependent on workload	10* (2022) *Subject to variation dependent on workload	04 posts abolished- <ul style="list-style-type: none"> • 01 post vide No. 17/1/2002Admn. I (Vol.II) dt. 10.05.2006 • 03 posts vide No. 17/6/2002Admn. IV dt. 29.09.2004
3	Classification	General Central Service, Group 'C' Non Ministerial	General Central Service, Group 'C' Non-Gazetted, Ministerial	As per Model RR

4.	Scale of Pay	Rs.330-10-380-EB-12-500-EB-16-580	Pay Level 4 in pay Matrix as per 7 th CPC	Levels inserted as per pay matrix Pay Rules, 2016.
5.	Whether selection by merit or selection-cum-seniority or non selection post	Not applicable	Not applicable	No change in the existing provisions
6.	Age limit for direct recruitment	18-27 years (Relaxable for Govt. Servants up to 40 years in accordance with instructions or orders issued by the Central Government). The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	18-27 years (Relaxable for Govt. Servants up to 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 change in the existing provisions
7.	Whether benefit of added years of service admissible	Not applicable	Not applicable	No change in the existing provisions
8.	Educational and other qualification required for direct recruitment	1) Matriculation of a recognized Board/University or its equivalent. 2) Speed of 80 words per minutes in shorthand and 40 words per minute in typewriting.	1) 12 th 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)	As per Model RRs for the post and vide (DoP&T)'s OM No.AB-14017/8/ 2010-Estr(R), dated 10.03.2010
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Not Applicable	Not Applicable	No change in the existing provisions
10	Period of Probation, if	Two years	Two years	No change in the