Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
New Delhi, dated 5th August 2010

Notification

G.S.R(E).- In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules regulating the educational and other qualifications required for direct recruits to the posts of Stenographer in Pay Band-1 and Pay Band-2 in the Central Civil Services and Civil posts in connection with the affairs of the Union, namely -

1. Short title and commencement.- (I) These rules may be called the Central Civil Services and Civil posts, Stenographer grades in Pay Band-1 and Pay Band-2 (Educational and other Qualifications for Direct Recruitment) Rules, 2010.
   (2) They shall come into force on the date of their publication in the Official Gazette.

2. Application.- These rules shall apply to all posts of Stenographer in the grade of Pay Band-1 and Pay Band-2 in the Central Civil Services and Civil posts under the Central Government and under the Indian Audit and Accounts Department for which direct recruitment is made through the Staff Selection Commission.

3. Educational and other qualifications required for persons to be eligible for direct recruitment to the post of Stenographers.- Notwithstanding anything contained in any recruitment rules relating to the posts of Stenographers in Pay Band-1 or in Pay Band-2 borne on the Central Civil Services and Civil posts, the educational and other qualifications required for persons to be eligible to be appointed to such post of Stenographers by the method of direct recruitment through the Staff Selection Commission shall be as under:

   (i) 12th class pass or equivalent qualification from a recognised Board or University;
   (ii) Skill Test Norms:
      (a) For Stenographers in Pay Band-1:
         Dictation: 10 minutes @ 80 words per minute.
         Transcription: 50 minutes (English), 65 minutes (Hindi) on computers.
      (b) For Stenographers in Pay Band-2:
         Dictation: 10 minutes @ 100 words per minute.
         Transcription: 40 minutes (English), 55 minutes (Hindi) on computers.

[File hlo. AB.14017/08/2010-Estt (RR)]

(Mamta Kundra)
Joint Secretary to the Government of India
The Manager,
Government of India Press,
Mayapuri, Ring Road,
New Delhi.

No.AB14017/08/2010-Estt (RR) 05\textsuperscript{th} August, 2010

To
All \textbf{Ministries/Departments} of Government of India

Copy to:

1. The President's Secretariat, New Delhi.
2. The Vice-President's Secretariat, New Delhi
3. The Prime Minister’s Office, New Delhi.
4. The Cabinet Secretariat, New \textbf{Delhi}.
5. The Comptroller and Auditor General of India, New Delhi.
6. The Union Public Service Commission, New Delhi.
7. The Staff Selection Commission, New Delhi.
8. The \textbf{Rajya} Sabha Secretariat, New Delhi.
10. All Attached \textbf{Offices} under the Ministry of \textbf{Personnel}, Public Grievances and Pensions.
11. Establishment Officer and Secretary, ACC (10 copies).
12. All Officers and Sections in the Department of Personnel & Training.
13. Secretary, Staff Side, National Council (JCM), 13-C, Femzeshah Road, New Delhi
14. All Staff Members of \textbf{National} Council (JCM)
15. All Staff Members of the \textbf{Departmental} Council (JCM), Ministry of Personnel, PG and Pensions
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\textit{(Mamta Kundra)}
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\textit{Joint Secretary to the Government of India}