OFFICE MEMORANDUM

Subject:- Model RRs for Stenographer Grade II post in non-Secretariat Organizations.

The undersigned is directed to refer to this Department’s OM No. AB 14017/53/2005– Estt.(RR) dated 17th February, 2006 forwarding copies of the Model Recruitment Rules of Stenographers cadre. The posts of Stenographer Grade I and Grade II in the pre-revised scale of Rs. 5500-9000 and Rs. 5000-8000 respectively have been placed in PB-2 with Grade Pay of Rs. 4200. The Model Recruitment Rules for the post of Stenographer Grade III in the pre-revised scale of Rs. 4000-6000 have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. and the post of Stenographer Grade III shall be designated as Stenographer Grade II. Accordingly, the Model Recruitment Rules for the same applicable to the Stenographers in Non-Secretariat Organizations which are not part of the CSSS / RBSSS / IFS / AFHQSS or any other organized headquarter services are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs are also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Model RRs for other posts in Stenographer Cadre will be circulated separately.

4. Hindi version will follow.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

To

1. All Ministries/Departments of Government of India
2. The President’s Secretariat, New Delhi.
3. The Vice-President’s Secretariat, New Delhi
No. AB-14017/8/2010-Estt (RR) dated 10th March, 2010

4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Name of Post</td>
<td>No. of Posts</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Pay Band</td>
<td>Classification</td>
<td>Non-Clerical, Service Group C</td>
<td>2000, 5200</td>
<td>Rs. 2400</td>
<td>Not Applicable</td>
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<tr>
<td>General Central Workload</td>
<td>depending on variation</td>
<td>Subject to training (year of training)</td>
<td>972</td>
<td>1972</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>18-27 years</td>
<td>1972</td>
<td>Age Limit for Direct Recruit</td>
<td>Prime Minister's Rules, CCS under Rule 360 of the Service Administration Act</td>
<td>Whether Pension of Non-Dependant shall be as advertised as in the Central Data for the Central orders issued by the Central Government. (Note: The central officers are not to issue instructions with respect to any such case.)</td>
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<tr>
<td>Whether Pension of Non-Dependant shall be as advertised as in the Central Data for the Central orders issued by the Central Government. (Note: The central officers are not to issue instructions with respect to any such case.)</td>
<td>Whether Pension of Non-Dependant shall be as advertised as in the Central Data for the Central orders issued by the Central Government. (Note: The central officers are not to issue instructions with respect to any such case.)</td>
<td>Security Officer</td>
<td>7</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Department</td>
<td>Recruitment Group (Type)</td>
<td>Method of Recruitment</td>
<td>Promotion/Deposition</td>
<td>Notes/Remarks</td>
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<td>1.</td>
<td>Direct recruitment through Selection Commission</td>
<td>Not applicable</td>
<td>Two years</td>
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