OFFICE MEMORANDUM

Subject:- Model RRrs for Stenographer posts in non-Secretariat Organizations.

The undersigned is directed to refer to this Department's OM of even number dated 10th March, 2010 forwarding copy of the Model Recruitment Rules for Stenographers Grade II post in Non-Secretariat Organizations. The Model RRrs for the posts of Stenographer Grade I, Private Secretary, Senior Private Secretary (Group B posts) have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised 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 RRrs to the UT Administrations for appropriate action.

3. Hindi version will follow.

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi.
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 Complaints 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)
10. NIC, DOPT

(Dinesh Kapila)
Director
## RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE I IN NON-SECRETARIAT ORGANISATIONS

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</thead>
<tbody>
<tr>
<td><strong>Name of Post</strong></td>
<td><strong>Number of Posts</strong></td>
<td><strong>Classification</strong></td>
<td><strong>Pay Band and Grade Pay or Pay Scale</strong></td>
<td><strong>Whether Selection Post or Non-selection Post</strong></td>
<td><strong>Age limit for direct recruits</strong></td>
</tr>
</tbody>
</table>
| Stenographer Grade I | * (year of framing)  
* subject to variation dependent on workload | General Central Service, Group B Non-Gazetted, Ministerial | Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200 | Selection | Not applicable |
<table>
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<tr>
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<th>8</th>
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<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational and other qualifications required for direct recruits</strong></td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Period of Probation, if any</td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods</td>
<td>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment</td>
</tr>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Two years for promotees</td>
<td>By promotion failing which by deputation</td>
<td>Promotion: Stenographers Grade II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</td>
<td>Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules</td>
<td>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules</td>
</tr>
</tbody>
</table>
Note 2:
For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation:
Officers holding the post of Stenographer under the Central Government
(a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs.2400 or equivalent

Note 1:
The departmental officers in the feeder category who are in the direct
| line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. |

| Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. |

| The Maximum age limit for appointment by deputation shall be ‘Not exceeding 56 years’ as on the closing date of receipt of applications |

| Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service |
rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
<table>
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<tr>
<th>Name of Post</th>
<th>Number of Posts</th>
<th>Classification</th>
<th>Pay Band and Grade Pay or Pay Scale</th>
<th>Whether Selection Post or Non-selection Post</th>
<th>Age limit for direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Secretary</td>
<td>* (year of framing)</td>
<td>General Central Service Group B Gazetted, Ministerial</td>
<td>Pay Band -2 Rs. 9300-34800 plus Grade Pay Rs. 4600</td>
<td>Selection</td>
<td>Not applicable</td>
</tr>
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<td>7</td>
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<tr>
<td>Educational and other qualifications</td>
<td>Whether age and educational qualifications</td>
<td>Period of Probation, if any</td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods</td>
<td>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
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<td>required for direct recruits</td>
<td>prescribed for direct recruits will apply in the case of promotees</td>
<td></td>
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</tr>
</tbody>
</table>
|                                        | Not applicable                                     | Not applicable                         | By promotion failing which by deputation                            | Promotion: Stenographers Grade I in the Pay Band 2 with Grade Pay of Rs. 4200 with five years regular service in the grade.  
Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. | Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules | Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules |
Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.

Note: Officers who were holding the post in pre-revised scale of Rs.5500-9000 on regular basis on 1st January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs.5000-8000.

Deputation:
Officers holding the post of Stenographer under the Central Government

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years regular service in the Stenographers
grade in the Pay Band 2 with Grade Pay of Rs.4200 or equivalent in the parent cadre or department.

Note 1:
The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:
The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall be ‘Not exceeding 56 years’ as on the closing date of receipt of applications.

Note 3:
For the purpose of appointment on deputation/absorption basis, the
service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.
## RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARIAT IN NON-SECRETARIAT ORGANISATIONS

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<td><strong>Classification</strong></td>
<td><strong>Pay Band and Grade Pay or Pay Scale</strong></td>
<td><strong>Whether Selection Post or Non-selection Post</strong></td>
<td><strong>Age limit for direct recruits</strong></td>
</tr>
<tr>
<td>Senior Private Secretary</td>
<td>* (year of framing) * Subject to variation dependent on workload</td>
<td>General Central Service Group B Gazetted, Ministerial</td>
<td>Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4800.</td>
<td>Selection</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Educational and other qualifications required for direct recruits</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Period of Probation, if any</td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods</td>
<td>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
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<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>By promotion failing which by deputation</td>
<td>Promotion: Private Secretary in the Pay Band 2 with grade pay of Rs. 4600 with 2 years regular service in the grade or 6 years regular service in Grade pay of Rs.4200 in the Stenographer Grade I</td>
<td>Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules</td>
</tr>
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Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already
completed such qualifying or eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.

Deputation:
Officers holding the post of Stenographer under the Central Government
(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in the Pay Band 2 with Grade Pay of Rs.4600 or equivalent in the parent cadre or department.
Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be ‘Not exceeding 56 years’ as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service.
rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.