

DEFENCE SERVICES STAFF COLLEGE
WELLINGTON - 900458

SUB: INVITING COMMENTS ON THE PROPOSED RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GDE-I IN THE ESTABLISHMENTS UNDER HQ IDS.

Headquarters Integrated Defence Staff proposes to revise the Recruitment Rules (RRs) for the post of Stenographer Gde-I in the Establishments under HQ IDS.

2. In terms of DoP&T O.M No. 14017/61/2008-Est.(RR) dated 13.10.2015, draft Notification and Schedule have been uploaded on the website of the DSSC for offering comments on the proposed Notification and Schedule of Recruitment Rules from all stakeholders in the following format:-

Name of the Post	
Serial No./Column No. of the proposed Notification/Schedule of RRs of the post	Comments

3. The comments as per the above format should reach to this office latest by... **20. Jun 23** at the following address:-

Col 'Adm'
Defence Services Staff College
Wellington
The Nilgiris-643231.

GOVERNMENT OF INDIA

Ministry of Defence
Department of Military Affairs
Notification

New Delhi, the _____, 2023.

S.R.O. _____.- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Defence, Establishments under Headquarters Integrated Defence Staff, the Group 'B' Posts (Stenographer Grade-I) Recruitment Rules 2017, 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 for Group 'B' Posts (Stenographer Grade-I) in the Establishments under Headquarters Integrated Defence Staff, Ministry of Defence namely:-

1. Short title and commencement.- (1) These rules may be called the Ministry of Defence, Establishments under Headquarters Integrated Defence Staff, Group 'B' Posts (Stenographer Grade-I) Recruitment Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and level in pay matrix.- The number of said post, its classification, and the level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit and qualifications etc.- The method of recruitment to the said post, age-limit and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. 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 post:

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 that there are other grounds for so doing, exempt any person from the operation of this rule.

5. 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 the Union Public Service Commission, relax any provisions of these rules with respect to any class or category of persons.

6. Saving. - Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, 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

Name of post. (1)	Number of post. (2)	Classification. (3)	Level in pay matrix. (4)
Stenographer Grade-I	49* (2023) *(subject to variation dependent on workload).	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Level-6 in the pay matrix (Rs.35,400-1,12,400).

Whether selection or Non- Selection post. (5)	Age-limit for direct recruits. (6)
Selection	<p>Not exceeding thirty years.</p> <p>Note 1: Relaxable for Government servants upto five years' in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahaul and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p>

Educational and other qualifications required for direct recruits.

(7)

Essential:

(i) Any Bachelor's Degree from a recognised Board or University.

(ii) Skill Test Norms:

Dictation: 10 minutes @ 100 words per minute in (English/Hindi).

Transcription: 40 words per minute in typewriting (English) and 55 minutes (Hindi).

Note 1 : Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.

Note 2 : The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Whether age and Educational Qualification prescribed for direct recruits 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.
(8) Not applicable.	(9) Two years.	(10) By promotion failing which by deputation including short-term contract failing both by direct recruitment

In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/absorption to be made.
(11)
<p>Promotion: Stenographer Grade-II in Level-4 (Rs. 25500-81100) of the Pay Matrix with ten years of regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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 two 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.</p> <p>Deputation (ISTC): Officers holding the post in Stenographer Cadre under the Central Government or State Government or Union Territory Administration or Public Sector Undertaking or recognised Research Institutions or Universities or Statutory or Autonomous organisation:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years' service in the grade rendered after appointment thereto on regular basis in Level-4 in the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre/department.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation/Absorption. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2: Period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) 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 (Including Short Term Contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.</p>

If Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for considering Promotion) consisting of:-</p> <ol style="list-style-type: none"> 1. Principal Director, Headquarters Integrated Defence Staff, Ministry of Defence - Chairman; 2. Director, Headquarters Integrated Defence Staff, Ministry of Defence - Member; 3. Director/Deputy Secretary handling the requisite desk in the Ministry of Defence - Member. <p>Group 'B' Departmental Confirmation Committee (for considering Confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Principal Director, Headquarters Integrated Defence Staff, Ministry of Defence - Chairman; 2. Director, Headquarters Integrated Defence Staff, Ministry of Defence - Member; 3. Director/Deputy Secretary handling the requisite desk in the Ministry of Defence - Member. 	<p>Consultation with Union Public Service Commission not necessary.</p>

File No. 16159/RRs/Steno Gde I/IDS/Pers/

/D(Appts)/2023

Under Secretary to the Govt of India

Authenticated

(Subhash Biswas)
Dy. Director (Pers)

PUBLISH

Under Secretary to the Govt of India