

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

GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING
NOTIFICATION
New Delhi, the dated -----

G.S.R. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Press Information Bureau's Headquarters, Regional and Branch Offices Stenographers (Grade-I, Grade-II and Grade-III) Recruitment Rules, 2005 except as respects thing done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Stenographer (Grade I and Grade II) in the Ministry of Information & Broadcasting, Press Information Bureau's Headquarters, Regional and Branch offices, namely:-

1. Short title and commencement.– (1) These rules may be called the Press Information Bureau's Headquarters, Regional and Branch Offices Stenographers (Grade I and Grade II) Recruitment Rules, 2016.

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

2. Application.– These shall apply to the posts specified in the schedule annexed hereto.

3. Number of post, classification, pay band and grade pay.– The number of the said post, their classification and the Pay Band and Grade pay attached thereto shall be as specified in Columns (2) to (4) of the said Schedule.

4. Method of recruitment, age limit and qualifications etc.– The method of recruitment, age limit, qualifications and other matters relating to the said posts 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 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.

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 and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings.— Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the 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.

Breakup of the post of Stenographer Grade-II

S. No.	Region Branch	Branch	Sanctioned Posts
1	Hyderabad	Vijayawada	1
2	Mumbai	Rajkot	1
3		Nanded	1
4		Panaji	1
5	Kolkata	Agartala	1
6		Gangtok	1
7		Port Blair	1
8	Chandigarh	Srinagar	1
9		Jammu	1
10		Shimla	1
11	Chennai	Madurai	1
12	Guwahati	Shillong	1
13		Imphal	1
14	Bhopal	Kota	1
Total			14

Breakup of the post of Stenographer Grade-I

S. No.	Region	Branch	Sanctioned Posts
1	Hyderabad	Hyderabad	1
2		Bangalore	1
3	Mumbai	Mumbai	3
4		Ahmedabad	1
5		Nagpur	1
6		Pune	1
7	Kolkata	Kolkata	3
8		Bhubneshwar	1
9	Chandigarh	Chandigarh	2
10		Srinagar	1
11		Jalandhar	1
12	Lucknow	Lucknow	2
13		Patna	1
14	Chennai	Chennai	2
15		Thiruvananthapuram	1
16	Guwahati	Guwahati	2
17		Kohima	1
18	Bhopal	Bhopal	1
19		Jaipur	1
Total			27

SCHEDULE

Name of Post	No. of Posts	Classification	Pay Band and Grade Pay	Whether Selection Post or Non-selection Post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
Stenographer Grade II	14* (2016) As per Annexure-II Subject to variation dependent on work load	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	Pay Band-1 Rs. 5200-20200/-, Grade Pay- 2400/-	Not applicable	Not applicable	18-27 years (Relaxable for Govt. Servants upto 40 years in accordance with instructions or orders issued by the Central Government). Relaxable for SC/ST/OBC candidates in upper age limit according to Government of India's instruction from time to time Note. The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age & educational qualifications 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 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 Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13	14
i) 12 th class pass or equivalent from a recognized Board or University ii) Skill Test Norms: Dictation: 10 mts @ 80 w.p.m Transcription: 65 mts. (Eng)/75 mts. (Hindi) (On Manual Type-writer) or 50 mts. (Eng)/65 mts. (Hindi) (On Computer)	Not applicable	Two years	Direct recruitment through Staff Selection Commission	Not applicable	Group 'C' Departmental Promotion Committee consisting of: Each regional Offices 1. Additional Director General/ Director – Chairman 2. Deputy Director/Assistant Director –Member 3. Administrative Officer or equivalent officer – Member	Not applicable

Name of Post	Number of Posts	Classification	Pay Band and Grade Pay	Whether Selection Post or Non Selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Stenographer Grade I	27* (2016) As per Annexure-I Subject to variation dependent on work load	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial	Pay Band-2 Rs. 9300-34800 + Grade Pay Rs. 4200/-	Selection	Not applicable	Not applicable

Whether age and educational qualifications 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 vacancies to be filled by various methods	In case of recruitment by promotion or deputation/ absorption; grades from which promotion or deputation/ absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	Two years for promotees	100% by promotion	Promotion: from amongst Stenographers Grade II in the Pay Band of PB-I Rs. 5200-20200/- + 2400/- (Grade Pay) working in the Press Information Bureau's Regional or Branch Offices having ten years of regular service in the Grade Pay of Rs. 2400/-.	Group 'B' Departmental Promotion Committee consisting of: 1. Joint Director (Administration) – Chairman 2. Deputy Director (Administration) – Member 3. Under Secretary (Administration), Ministry of Information & Broadcasting – Member	Not applicable

			<p>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 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</p> <p>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.</p>	<p>*4. An officer belonging to Schedule Caste or Schedule Tribe at the Under Secretary level – Member, if Chairman or member belonging to these communities is not available in DPC.</p>	
--	--	--	---	--	--