

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE - I**

1. Name of the Post : **STENOGRAPHER GRADE – I**
2. Number of Posts : 1 (One) (2018) subject to variation dependent on work-load
3. Classification : Group “B” – Non-Gazetted – Non-Ministerial
4. Pay Band and Grade Pay / Pay Scale : PB-2 Rs.9,300-34,800 + Grade Pay Rs.4,200
5. Whether selection post or non-selection post : Selection
6. Age Limit for direct recruitment : Not exceeding 30 years (Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by Central Government)  
  
Note : 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, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep)
7. Educational and Other Qualification required for direct recruitment : Essential :
  - i) Degree of a recognised University
  - ii) A pass in Stenography Lower/Junior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.
  - iii) A pass in Type Writing Lower/Junior Grade Examination in Tamil or Malayalam or Telugu conducted by State Board of Examination / Board of Technical Examination / Board of Technical Education and Training.

iv) A pass in Type Writing Higher/Senior Grade Examination in English conducted by State Board of Examination/Board of Technical/Board of Technical Education and Training.

Note : Qualification are relaxable at the discretion of the competent authority, for reasons to be recorded in writing in the case of candidates otherwise well qualified.

a) Skill test norms:

- i) Dictation : 10 mts @ 80 w.p.m (English)
- ii) Transcription : 50 mts (on Computer)

8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : Age: No

9 Period of probation, if any : Two years for direct recruits and promotees

Note: The direct recruits shall have to pass the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry within the period of probation:-

- i) Accounts Test for Subordinate Officers;
- ii) Common General Departmental Test for Ministerial Staff; and
- iii) Office Automation conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry.

10 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 : By promotion failing by direct recruitment

- 11 In case of recruitment by : Promotion :  
promotion / deputation /  
absorption, grades from which  
promotion / deputation /  
absorption is to be made Stenographer Grade-II in the scale of pay of Rs.5200-20200 with Grade Pay of Rs.2400 in PB-1 with 10 years regular service in the grade rendered after appointment thereto on regular basis and have passed the Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry prescribed for direct recruits mentioned against column (10) and undergone the training programme on “Professional Development Training for Stenographer” conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.

**Note 1:** For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in the erstwhile post of Stenographer Grade-III (redesignated as Stenographer Gr.II) shall be counted as qualifying service.

Note 2: The eligibility service shall continue to be eight years for persons holding the feeder post of Stenographer Grade – II (erstwhile post of Stenographer Grade-III) on regular basis on the date of notification of these rules.

**Note 3 :** Where juniors who have completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying /eligibility service by more than half of such qualifying/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 /eligibility service.

**Note 4 :** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

12 If a Department Promotion Committee / Recruitment Committee exist, what is its composition? : Group 'B' / Departmental Promotion Committee (for considering confirmation) / Recruitment Committee :-

1. Secretary to Government (Agriculture), Puducherry ... Chairman
2. Deputy / Under Secretary to Government of Puducherry ... Member
3. Director of Agriculture, Puducherry ... Member
4. Programme Coordinator KVK , Puducherry. ... Member Secretary