

F.No.DGE-A-12018/01/2023-EE-III (part)

Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the May 08, 2024

CIRCULAR

**Sub: Amendment of Recruitment Rules for the post of Instructor (Stenography)
Group 'B' Post in National Career Service Centre for SC/STs under the
Directorate General of Employment, Ministry of Labour & Employment – reg.**

It is proposed to amend the existing Recruitment Rules for the post of Instructor (Stenography) (Group 'B' – Non-Gazetted Post) in the National Career Service Centre for SC/STs under the Directorate General of Employment, Ministry of Labour & Employment as per column-wise details given in the enclosed annexure.

2. Any suggestion/comments on the proposed amendment to the Recruitment Rules may be submitted to the undersigned within 21 days from the date of issue of this Circular.



(V.S. Negi)

Under Secretary to the Govt. of India

Tel. No.2347-3351

To,

1. All the NCS Centres for SC/STs under DGE.
2. PPS to DDG (E)/Director of Employment, DGE(HQ).
3. Notice Board.
4. Dr. Shailja Singh, JDE for uploading in the DGE's website.

Annexure

Column No.	Existing provisions	Proposed
Name of post. (1)	Instructor (Stenography)	Instructor (Stenography)
Number of post. (2)	15* (2020)	15* (2023)
Classification. (3)	General Central Service, Group 'B' Non-Gazetted, (Non-Ministerial).	General Central Service, Group 'B' Non-Gazetted, (Non-Ministerial).
Level in pay matrix. (4)	Level 6 (Rs.35400- 112400)	Level 6 (Rs.35400- 112400)
Whether selection post or non-selection post (5)	Not applicable.	Not applicable.
Age limit for direct recruits. (6)	Not exceeding 30 years.	Not exceeding 30 years.
Educational and other Qualifications required for direct recruits. (7)	<p>(a) A Bachelor's Degree from a recognized University or Institute.</p> <p>(b) Diploma in Secretarial Practice or Commercial Practice from recognized institution or National Council for Training in Vocational Trades Certificate in Stenography from Recognised Institute/Board/University.</p> <p>Skill Test Norms: Dictation: 10 minutes @ 80 words per minute in English. Transcription: 50 minutes on Computer.</p> <p>(c) Three years' experience as Instructor Stenography.</p> <p>Desirable: (i) Knowledge of Stenography in Hindi or in one of the regional languages. (Local language shall be specified at the time of each selection). (ii) Knowledge of Computer Operation.</p>	<p>Essential educational and technical qualifications: A Bachelor's degree or a diploma of three years' duration with Stenography as one of the subjects from a recognized University or Institute. or A Bachelor's degree in any discipline from a recognized University or Institute with Diploma or Certificate Course of one year or more duration in the trade of Stenography or Secretarial Practice or Commercial Practice from National Council for Vocational Training or from any recognized University or from any other Institute recognized by a Government (Central/State/UT) Technical Education Board.</p> <p>Experience: Two years' experience as Instructor Stenography or teaching stenography. or Three years' work experience as stenographer.</p> <p>Note: Experience should have been acquired after acquiring the requisite educational and technical qualifications.</p> <p>Relaxation of one year in experience will be given to candidates having the National Craft Instructor Certificate in the relevant trade issued by the Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Government of India.</p> <p>Skill Test Norms: Dictation: 10 minutes @ 80 words per minute in English. Transcription: 50 minutes on Computer.</p>
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. (8)	Not applicable.	Not applicable.

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Period of probation, if any (9)	Two Years.	Two Years. Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.
Method of recruitment whether by direct recruitment or by promotion or deputation/ absorption and percentage of the vacancies to be filled by various methods. (10)	By direct recruitment through Staff Selection Commission. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government holding analogous posts on regular basis in the parent cadre or department and possessing the qualifications and experience prescribed for direct recruits under column (7).	By direct recruitment through Staff Selection Commission. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government holding analogous posts on regular basis in the parent cadre or department and possessing the qualifications and experience prescribed for direct recruits under column (7).
In case of recruitments by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made. (11)	Not applicable.	Not applicable.
If a Departmental Promotion Committee exists, what is its composition. (12)	Group 'B' Departmental Confirmation Committee for considering confirmation consists of: 1. Director General of Employment, Directorate General of Employment, Ministry of Labour & Employment - Chairman 2. Director of Employment, Directorate of Employment, Ministry of Labour & Employment - Member 3. Deputy Secretary, Director General of Employment, Ministry of Labour & Employment - Member 4. Deputy Secretary (Administration), Ministry of Labour & Employment (Main) - Member	Group 'B' Departmental Confirmation Committee for considering confirmation consists of: 1. Director General of Employment, Directorate General of Employment, Ministry of Labour & Employment - Chairman 2. Deputy Director General of Employment, Directorate General of Employment, Ministry of Labour and Employment - Member 3. Director of Employment, Directorate of Employment, Ministry of Labour & Employment - Member 4. Deputy Secretary or Director (Administration), Director General of Employment, Ministry of Labour & Employment - Member
Circumstances in which Union Public Service Commission is to be consulted while making recruitment. (13)	Consultation with Union Public Service Commission is not necessary.	Consultation with Union Public Service Commission is not necessary.


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