

## Schedule

1	2	3	4	5	6	
Name of post	No. of posts	Classification	Level in the pay matrix or pay scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	
Stenographer Grade-II	3*(Three) *(2016) * Subject to variation depend on workload	General Central Service, Group C, Non-Gazetted, Ministerial.	Level 4 in the pay matrix Rs. 25,500/- to Rs. 81,100/-	Not Applicable	18 to 27 years (Relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the Central Govt.) Note:-The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	
7	8	9	10	11	12	13
Educational and other qualifications prescribed 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 / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion /deputation/transfer, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee exists. What is its composition?	Circumstances in which the UPSC is to be consulted in making recruitment
1.(i) 12 <sup>th</sup> Class or equivalent qualification from a recognised Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. ( 35 w.p.m. correspond to 10500 HDPH/ 9000 KDPH on an average of 5 key depressions for each word ) 2) A speed of 80 w.p.m. in Stenography (English or Hindi)	Not Applicable	Two years	Direct recruitment  Note: - Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at col.8.	Not Applicable	Group C DPC for confirmation 1. Director General / Head of the Department- Chairman. 2. Director- Member. 3. Deputy Director (Admin) - Member Secretary.	Not applicable

(Subhajit Roy)  
Deputy Director/ Head of Office