

**Schedule**

File No.....

1	2	3	4	5	6
Name of post	No. of posts	Classification	Level in the Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits
Stenographer Grade-I	6* (Six) *(2016) * Subject to variation depend on workload	General Central Service, Group B, Non-Gazetted, Ministerial.	Level 6 in the Pay Matrix Rs. 35,400/- to Rs. 1,12,400/-	Non- selection	Not Applicable

7	8	9	10	11	12	13
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 deputation / absorption and percentage of the 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 UPSC is to be consulted in making recruitment
Not Applicable	Not Applicable	Two Years for Promotees	17% by promotion failing which by deputation and 83% by Deputation.	Promotion : Stenographer Grade II in Level 4 in the Pay Matrix with 10 years regular service in the grade.  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 by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation	Composition of Departmental promotion Committee  1. Director General / Head of the Department- Chairman. 2. Director- Member 3. Deputy Director (Admin) - Member.	Consultation with UPSC is not necessary.

			<p>period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation :</p> <p>(A) Officer holding the post of Stenographer Grade- II under the Central Government</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>ii) With 10 years regular service in the pay level 4 of the Pay Matrix or equivalent.</p> <p>Note 1: the departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 yrs.</p> <p>The maximum age limit for appointment by deputation shall be “Not exceeding 56 years as on the closing date of receipt of applications”.</p>	<p>Composition of Departmental Confirmation Committee.</p> <ol style="list-style-type: none"> <li>1. Director General / Head of the Department- Chairman.</li> <li>2. Director- Member</li> <li>3. Deputy Director (Admin) - Member.</li> </ol>	
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(Subhajit Roy)  
Deputy Director/ Head of Office

