

Name of post	Number of Post	Classification	Level in the Pay Matrix	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 Gr. - I	168* (2018) *Subject to variation depending on workload.	General Central Service Group 'B' (Non-Gazetted, Ministerial).	Level – 6 in the Pay Matrix (35400-112400)	Selection	Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with instructions and orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing dated for receipts of application 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, Lahaul	(I)12 <sup>th</sup> or equivalent pass from a recognized Board or Institution.  (II)Skill test norms  (A)Dictation:10 minutes @100 words per minute and  (B)Transcription: 40 minutes (English) or 55 minutes (Hindi) only on Computer.  Note: Qualifications are relaxable at the discretion of the Staff Selection Commission or the Competent Authority, for reason to be recorded in writing in the case of Candidates otherwise well qualified.

					& Spiti district and Pangi Sub division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshdweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in 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, level in the pay matrix from which promotion/ deputation/ absorption to be made.
(8)	(9)	(10)	(11)
No	Two Years for direct recruits and promotees	(i) 75 % by direct recruitment (ii) 25% by promotion	<p><b>Promotion:</b> Stenographer Grade-II in Level-4 in the Pay Matrix (25500-81400) with ten years regular service in the grade.</p> <p><b>Note :</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of 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>

If Departmental Promotion Committee exist, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
<b>(12)</b>	<b>(13)</b>
<p>Group 'B' Departmental Promotion Committee (for confirmation and promotion):</p> <p>(i) The Additional Director General – Chairman  (ii) The Additional/ Joint Director – Member  (iii) The Additional/ Joint Director – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p>	<p>Not applicable</p>