

RECRUITMENT RULES FOR THE POST OF ASSTT. PRIVATE SECRETARY
(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Asstt. Private Secretary
2	Classification	:	Group 'B' Post (S-8)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.10,900-31,500 (IDA)
5	Educational and other Qualifications for direct recruitment.		Not Applicable
6	Method of Recruitment.	:	100 % by promotion from amongst the Sr. Steno. working in the scale of Rs.9600-27000 having following specifications:- Graduates : 4 years Sr. Secondary : 7 years
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment		100% by promotion

RECRUITMENT RULES FOR THE POST OF SENIOR STENOGRAPHER
(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Senior Stenographer
2	Classification	:	Group 'C' Post (S-7)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.9600-27000(IDA)
5	Educational and other Qualifications for direct recruitment.		Not Applicable
6	Method of Recruitment.	:	100 % by promotion from amongst the Steno. Grade-I working in the scale of Rs.9360-25700 having following specifications:- Graduates : 4 years Sr. Secondary : 7 years
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment		100% by promotion

.RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-I
(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Stenographer Grade-I
2	Classification	:	Group 'C' Post (S-6)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.9360-25700(IDA)
5	Educational and other Qualifications for direct recruitment.		Not Applicable.
6	Method of Recruitment.	:	100 % by Promotion from amongst the Steno. working in the pay scale of Rs.8700-24500 having following specifications:- Graduates : 5 years Sr. Secondary : 7 years
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment		100% by promotion

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER
(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Stenographer
2	Classification	:	Group 'C' Post (S-5)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.8700-24500 (IDA)
5	Age limit for direct recruitment	:	27** years as on 1st January of the year of recruitment is made.
6	Educational and other Qualifications for direct recruitment.		Graduate with speed of 100 w.p.m in English/Hindi shorthand and 40/30 w.p.m respectively in Computer typing in English/Hindi and knowledge of computers (MS Office) having experience of one year of working as Stenographer in reputed organizations. Diploma in Secretarial practices from a recognized university will be desirable.
7	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees	:	Not Applicable
8	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
9	Method of Recruitment.	:	100% by direct recruitment.

**** { 1. Age Relaxation as per Govt. Rules
2. No age bar for Departmental Candidates }**
