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**Section 10**

**THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE RULES, 1969**

In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf, the President hereby makes the following rules, namely: -

1. Short title and commencement. -(1) These rules may be called the Central Secretariat Stenographers' Service Rules, 1969.
2. They shall come into force on the 1<sup>st</sup> August, 1969.

**2. Definitions.** - In these rules, unless the context otherwise requires,-

- (a) "appointing authority" in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, to make appointments to that Grade;
- (b) "appointed day" means the date on which these rules come into force;
- \*(c) "approved service" in relation to any grade means:-

(i) in respect of an officer recruited directly to that grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year, following the year in which the examination for direct recruitment was held;

(ii) in respect of an officer recruited to that grade through departmental examination, period or periods of regular service rendered in that grade including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year for which such examination was held;

(iii) in respect of an officer recruited to that grade on the basis of length of service in the lower grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year for which the recruitment was made;

Provided that where there is a delay of more than ninety days in joining on appointment, in any of the cases mentioned in sub clauses (i), (ii) and (iii) above, such delay should not be due to any fault on the part of the officer ;

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\* Modified vide DoP&T's Notification No.13/4/94-CS.II dated 21-6-1994 published under Gazette of India's Notification No. GSR 514(E) dated 21-6-1995

- (d) “authorised permanent strength” in relation to any Grade of a cadre means the strength of permanent unspecified posts in that Grade and cadre, against which substantive appointments may be made;
- (e) “cadre” means the group of posts included in the Grades mentioned in rule 3 in any Ministry or Office specified in column (2) of the First Schedule and in all the Offices specified against it in column(3) of that Schedule;
- (f) “cadre authority” in relation to any cadre means the Ministry or office specified in respect of that cadre in column (2) of the First Schedule;
- (g) “cadre officer” in relation to any Grade of the Service means a member of the Service of that Grade, and includes a temporary officer approved for long term appointment to that Grade;
- (h) “Commission” means the Union Public Service Commission;
- (hh) “common seniority list” in relation to any Grade means the seniority list of officers of that Grade serving in all the cadres specified in the First Schedule as on the appointed day and revised from time to time in accordance with the regulations to be framed in this behalf by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs;
- (i) “direct recruit” means a person recruited to Grade C on the basis of a competitive examination held by the Commission, or to Grade D by the Central Government in the Department of Personnel and Administrative Reforms in accordance with the procedure laid down in rule 14;
- (j) “duty post” in relation to any Grade means a permanent or temporary post of that Grade in any cadre;
- (k) “Grade” means any of the grades specified in rule 3;
- (l) “long term appointment” means appointment for an indefinite period as distinguished from a purely temporary or ad hoc appointment, like appointment against leave or other local vacancy of a specified duration;
- (m) “Ministry” means a Ministry in the Government of India and includes a Department of a Ministry or other Office specified in column (2) of the First Schedule;
- (n) “Permanent officer” in relation to a Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;
- (o) “probationer” means a direct recruit appointed to Grade D on probation in or against a substantive vacancy;
- (oo) “range of seniority” in relation to any Grade means the range specified by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in the common seniority list for that grade for additions to Select List or for temporary promotions, as the case may be;
- (p) “Schedule” means a Schedule to these rules;
- (q) “Select List” in relation to the Grade 'A', Grade 'B' or Grade 'C' means the Select List prepared in accordance with the regulations made under rule 24 or, as the case may be, under the procedure contained in the Fifth Schedule;
- (r) “Service” means the Central Secretariat Stenographers’ Service;
- (s) “temporary officer” in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. **Composition of the Service.**-(1) There shall be four Grades in the Service classified as follows:-

	Grade	Classification
(i)	Grade A	} Central Civil Service-Group B - Ministerial
(ii)	Grade B	
(iii)	Grade C	
(iv)	Grade D	Central Civil Service -Group C - Ministerial

(2) The posts specified in the Second Schedule shall constitute the Grade A of the Service, and those specified in the Third Schedule shall constitute Grade B of the Service. All posts of personal Assistants shall, unless provision to the contrary is made for any specified post, form Grade 'C' of the Service, and all posts of Stenographers, unless provision to the contrary is made for any specified post, form Grade D of the Service.

(3) The posts in the Grade A and Grade B shall be gazetted posts and those in Grades C and D shall be non-gazetted posts.

4. **Constitution of separate cadres.**- Each Ministry or Office specified in column (2) of the First Schedule and all the offices specified against such Ministry or Office in column(3) of that Schedule shall form a separate cadre and officers of the four Grades of the Service in each cadre shall be borne on a separate gradation list drawn up for that cadre.

5. **Authorised permanent strength and temporary strength of the service.** (1) The authorised permanent strength of the four Grades of the Service in each cadre on the appointed day shall be as specified in the Fourth Schedule :

Provided that if the authorised permanent strength of any grade or grades in any cadre is revised by the Central Government at any time before the appointed day, such revised permanent strength shall form the authorised permanent strength of that grade or grades of that cadre on the appointed day.

(2) After the appointed day, the authorised permanent strength of the four Grades in each cadre shall be such as may, from time to time, be determined by the Central Government.

(3) The cadre authority may make temporary additions to a cadre as found necessary from time to time.

(4) If, and for so long as, one or more posts of Assistant Private Secretary to the Minister in any cadre or of Assistant Private Secretary to Member, Planning Commission, are filled by the appointment of persons other than members of the Service, or by officers of Grade C or Grade D of the Service who are not approved for promotion to Grade B or, if approved for promotion to that Grade, are not due for such promotion, a corresponding number of Grade C posts of the Service in that cadre shall be temporary upgraded to Grade B.

Provided that a post of Assistant Private Secretary to the Minister or Member, Planning Commission, when held by an Officer of the Grade A of the Service, may be declared by the cadre authority to be temporary additions to the strength of that Grade in the cadre so long as it is so held by that officer.

(5) if, and for so long as, one or more posts of First Personal Assistant to the Minister or of Private Secretary to the Deputy Minister in any cadre or of First Personal Assistant to Member, Planning Commission, are filled by the appointment of persons other than members of the Service, or by officers of Grade B, C or D of the Service who are not approved for promotion to the selection grade or, if approved for promotion to that grade are not due for such promotion, a corresponding number of Grade B posts of that Service in that cadre shall be temporarily upgraded to the Grade A.

(6) if, and for so long as, one or more posts of Second Personal Assistant to the Minister or of Personal Assistant to the Deputy Minister in any cadre, or of Second Personal Assistant to Member, Planning Commission, are filled by the appointment of persons other than the members of the Service, or by officers of Grade D of the Service who are not approved for promotion to Grade 'C' or, if approved for promotion to that Grade, are not due for such promotion, a corresponding number of Grade D posts of the Service in that cadre shall be temporarily upgraded to Grade 'C'.

6. **Exclusion of duty posts from the Cadre.-** Any duty post in a Grade may be declared by the cadre authority, with the concurrence of the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs to be excluded from the cadre, if it is necessary, in public interest, for the time being, to fill such post by a person other than a cadre officer of the appropriate Grade and the post shall remain excluded from the cadre so long as such declaration remains in force.

7. **Initial constitution of each cadre.-** (1) The permanent and temporary officers of each Grade in each cadre on the appointed day shall be such as may be determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from amongst departmental candidates. For the purposes of these rules, the following shall be considered as departmental candidates, namely:-

- (a) Persons who, immediately before the appointed day have been regularly appointed to the posts of Grade B and Grade C of the Central Secretariat Stenographers' Service and posts in the Upper Division Grade and Lower Division Grade of the Central Secretariat Clerical Service for performing duties of Steno typists and drawing a special pay for the same in any of the Ministries or Offices specified in the First Schedule:
- (b) Persons who, on the appointed day, hold any of the posts in Grade B and Grade C mentioned in clause (a) above in a permanent or temporary capacity, wherever they may be employed on that date and persons belonging to the Upper Division Grade and Lower Division Grade of the Central Secretariat Clerical Service who may be, on deputation in public interest to posts of Stenographer, Personal Assistant or other similar posts in whose case it is certified that but for deputation they would have continued to hold the posts of steno typists in the Ministries or offices specified in the First Schedule.

(2) For the purpose of constitution of each Grade of the Service, the following general principles shall be observed namely:-

- (a) permanent posts in the Grade A of the Service shall be filled by departmental candidates holding substantive appointments in Grade B immediately before the appointed day, who may be screened for such appointments by the Departmental Promotion Committees of the respective cadres on the basis of seniority subject to the rejection of the unfit;
- (b) temporary posts in the Grade A shall be filled by departmental candidates holding appointments in Grade B immediately before the appointed day, who may be screened for such appointments by the Departmental Promotion Committees of the respective cadres on the basis of seniority subject to the rejection of the unfit;
- (c) departmental candidates who immediately before the appointed day were holding appointments in Grade B of the Service but are assessed as not suitable for appointment to the Grade A by the Departmental Promotion Committees of their respective cadres shall be absorbed in the next lower grade. Such officers shall be eligible to be considered at the maintenance stage for appointment in an officiating capacity to a temporary post in the Grade A and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointment;
- (d) all posts in Grade B of the Service shall be filled by;
  - (i) departmental candidates who are declared as suitable for appointment to Grade A but are not appointed thereto on account of sufficient number of vacancies not being available in that Grade;
  - (ii) departmental candidates referred to in clause (c) above; and
  - (iii) Grade C officers of the Service of all cadres specified in the First Schedule from out of a Select List of such officers prepared by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in accordance with the regulations framed for that purpose by the said Department;
- (e) permanent and temporary posts in Grade C of the Service shall be filled by departmental candidates holding appointments in Grade C immediately before the appointed day in the order of their seniority;
- (f) posts in Grade D of the Service shall be filled by the appointment of departmental candidates holding posts of Steno-typists:

Provided that (i) they have passed a stenography test held by the Staff Selection Commission or (ii) they shall, within the stipulated period, pass such a test or (iii) they have been specifically exempted from passing such a test in consultation with the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs:

Provided further that the substantive appointment or continuance in Grade D of the Service beyond the period of probation as laid down in rule 16, of persons appointed as Stenotypists on the basis of stenography tests held by the Ministries or Departments other than the Staff Selection Commission and appointed to Grade D under this rule, shall be subject to their passing a stenography test held by the Staff Selection Commission.

(3) Initial appointments of persons to the various Grades of the Service shall be made in the order in which their names are arranged in the recommendations of the appropriate Departmental Promotion Committees or the Selection Board, as the case may be, as finally approved by the Central Government.

8. **Posting of Cadre officers.**- Every cadre officer shall unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

9. **Duty posts to be held by cadre officers.**- Every duty post in a cadre shall, unless declared to be excluded from the cadre under rule 6 or held in abeyance for any reason, be held by a cadre officer of the appropriate Grade:

Provided that, subject to such instructions as the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may issue, from time to time, officers of the Section Officers' Grade of the corresponding cadre of the Central Secretariat Service may be appointed to duty posts in the Grade A of the Service and when so appointed they shall continue to draw the grade pay admissible to them from time to time in their own Service.

10. **Substantive appointments in the Service.**- All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specified duty posts in that Grade.

11. **Recruitment to Grade A and Grade B of the Service.** - (1) Substantive vacancies in the Grade A or Grade B of the Service in any cadre shall be filled by the substantive appointments of persons included in the Select List for the relevant Grade in that cadre, such appointments being made in the order of seniority in the Select list except when, for reasons to be recorded in writing, a person is not considered fit for any such appointment in his turn.

(2) Temporary vacancies in the Grade A of the Service in any cadre shall be filled by the appointment of persons included in the Select List for the Grade in that cadre. Any vacancies remaining unfilled thereafter shall be filled by the temporary promotion on the basis of seniority subject to the rejection of the unfit, of officers of the Grade B of the Service, who have rendered not less than six years approved Service in that Grade, and are within the range of seniority. Such promotions shall be terminated when persons included in the Select List for the Grade A become available to fill the vacancies:

Provided that for a period of three years from the 8<sup>th</sup> April, 1973, Grade B of the Service who have put in not less than three years of approved service in that Grade and are within the range of seniority shall also be eligible for such promotions:

Provided further that if any person appointed to Grade B of the Service is considered for promotion to the Grade A in any cadre in accordance with the provisions of this sub-rule, all persons senior to him in Grade B in that cadre shall also be so considered notwithstanding that they may not have rendered six years' or three years' approved service, as the case may be in that Grade:

Provided also that if the officers within the range of seniority are not available in a cadre for promotion, the appointments shall be made from a panel, furnished by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs of the officers serving in the other cadres:

Provided also that while considering the cases of officers belonging to the Scheduled Castes and the Scheduled Tribes, reservation shall be made in accordance with such instructions as may be issued by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

(3) Temporary vacancies in Grade B of the Service in any cadre shall be filled by the appointment of persons included in the Select List for the Grade in that cadre. Any vacancies remaining unfilled thereafter shall be filled first from among the persons approved for inclusion in the Select List and thereafter by the temporary promotion on the basis of seniority subject to the rejection of the unfit of officers of Grade C of the Service who have rendered not less than eight years' approved service in the Grade, and are within the range of seniority. Such promotions shall be terminated when persons included in the Select List for the Grade B become available to fill the vacancies:

Provided that, if any person appointed to Grade C of the Service is considered for promotion to Grade B in any cadre in accordance with the provisions of this sub-rule, all persons senior to him in Grade C in that cadre shall also be so considered notwithstanding that they may not have rendered eight years' approved Service in that Grade:

Provided further that if the officers within the range of seniority are not available in a cadre for promotion, the appointments shall be made from a panel, furnished by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs of officers serving in the other cadre:

Provided further that while considering the cases of officers belonging to the Scheduled Castes and the Scheduled Tribes, reservation shall be made in accordance with such instructions as may be issued by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

(4) For the purpose of sub-rule (2) and (3), a Select List for the Grade A or Grade B of the Service, as the case may be, shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Sixth Schedule.

(5) The length of approved service for promotion to Grade A of the Service prescribed in sub-rule (2) or to Grade B of the Service prescribed in sub-rule (3), may be reviewed by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs once in every three years and revised, if found necessary.

12. **Recruitment to Grade C of the Service.**- (1) Substantive vacancies in Grade C of the Service in any cadre shall be filled by the substantive appointments of persons included in the Select List for the Grade in that cadre, such appointments being made in the order of seniority in the Select List except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(2) Temporary vacancies in Grade C of the Service in any cadre shall be filled by the appointment of persons included in the Select List for the Grade in that cadre. Any vacancies remaining unfilled thereafter shall be filled by the temporary promotion on the basis of seniority, subject to the rejection of the unfit, of officers of Grade D of the Service in that cadre who have rendered not less than five years' approved service in the Grade and are within the range of seniority. Such promotions shall be terminated when persons included in the Select List for Grade C become available to fill the vacancies:

Provided that officers of Grade D appointed to that Grade at the initial constitution under rule 7, shall be eligible for promotion on the basis of seniority, subject to the rejection of unfit, if they have rendered not less than three years' approved service in that grade and are within the range of seniority:

Provided also that, if any person appointed to Grade D after the appointed day is considered for promotion to Grade C in any cadre in accordance with the provisions of this sub-rule, all persons senior to him in Grade D in that cadre shall also be so considered notwithstanding that they may not have rendered five years' approved service in that Grade:

Provided further that if officers within the range of seniority are not available in a cadre for promotion, the appointments shall be made from a panel, furnished by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs of officers serving in the other cadres.

(3) For the purposes of this rule, a Select List shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Fifth Schedule.

(4) The length of approved service for promotion to Grade C prescribed in sub-rule (2), may be reviewed by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs once every three years and revised, if found necessary.

12-A. **Special provision regarding Hindi Stenographers.**-(1) Notwithstanding anything contained in rule 12, recruitment to Grade C of the Service may also be made from amongst persons holding posts of Hindi Stenographers in any Ministry or Office specified in column (2) or column (3) of the First Schedule, in scales of pay the minimum and maximum of which are not less than Rs. 210/- and Rs. 530/- respectively, from a date earlier than 23<sup>rd</sup> March, 1968, and who are declared qualified for inclusion in the Select List for Grade C of the Service on the results of the qualifying examinations held for this purpose by the Commission.



(2) The rules for the examination referred to in sub-rule (1) shall be as determined by regulations made by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

13. **Recruitment to Grade A, Grade B and Grade C of the Service on ad hoc basis in certain cases.**-(1) Notwithstanding anything contained in rule 11 and rule 12, any officer of Grade B of the Service who has rendered not less than three years of approved service in the Grade or any person eligible to be considered for promotion to Grade 'B' under sub-rule (3) of rule 11 or to Grade 'C' under sub-rule (2) of Rule 12, may be appointed on ad hoc basis to a temporary vacancy in Grade A, Grade B or Grade C, as the case may be, if an officer included in the Select List for the relevant Grade is not available or cannot for any reason be appointed to such vacancy:

Provided that an officer included in the Select List of Grade A, Grade B and Grade C, as the case may be, of the Service of any cadre and serving in that Ministry or Department shall be given preference to such appointment over an officer not so included.

(2) Every promotion under sub-rule (1) shall be made only against a leave or other local vacancy of a specified duration and no such promotion shall, notwithstanding anything contained in rule 19, be deemed to confer on the person so promoted any right or claim to Grade A, Grade B and Grade C, as the case may be, or to seniority in that Grade.

14. **Recruitment to Grade D of the Service** – (1) Vacancies in Grade D of the Service shall be filled by direct recruitment on the basis of competitive examinations held for the purpose by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs limited to members of the Central Secretariat Clerical Service:

Provided that to the extent a sufficient number of qualified candidates are not available for appointment on the results of such competitive examinations, the vacancies may be filled, provisionally or on regular basis, in such manner as may be determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

(2) The Central Government may by order specify the number of vacancies in Grade D of the Service to be filled permanently or temporarily on the results of any examinations referred to in sub-rule (1).

(3) Substantive appointments to substantive vacancies in the Grade other than those to be permanently filled in pursuance of any order made under sub-rule (2), shall, be made in the order of seniority of temporary officers of the Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn:

Provided that while considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes, reservations shall be made in accordance with such instructions as may be issued by the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

(4) The rules for the competitive examinations referred to in sub-rule (1) shall be as determined by regulations made by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs and the allotment of the candidates from the results of such examinations to each cadre shall be made by the said Ministry.

\*14A **Power to relax**:- (1) Notwithstanding anything contained in rule 14, the cadre authority may fill not more than five per cent regular vacancies of Stenographers Grade 'D' arising in a year by appointment on compassionate grounds in accordance with the instructions issued by the Central Government from time to time.

15. **Power to make temporary appointments against substantive vacancies**.- A substantive vacancy may be filled temporarily in accordance with the provisions -governing appointments to temporary vacancies in the relevant Grade, until it is filled in accordance with the provisions governing permanent appointments.

16. **Probation**.- (1) Every direct recruit to Grade C or Grade D of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person other than a direct recruit shall, when first appointed to Grade A, Grade B or Grade C, as the case may be, be on "trial" for a period of two years from the date of such appointment.

(3) The period of probation or trial specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case.

(4) During probation or trial, a member of the Service may be required to undergo such training and to pass such tests as the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may, from time to time, prescribe.

17. **Confirmation**.- (1) When a member of the Service appointed to a Grade on probation or on trial has passed the prescribed tests and has completed his probation or trial to the satisfaction of the appointing authority, he shall be eligible to be substantively appointed or continued therein, as the case may be, in accordance with the provisions of rule 11, rule 12 or rule 14.

(2) When a probationer in Grade D has passed the prescribed tests and has completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade

18. **Discharge of reversion**.- (1) An officer appointed to Grade C or Grade D of the Service who has no lien on any post under the Central Government or any State Government shall, while on probation, be liable to be discharged from the Service at any time without notice, if-

(i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or

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\* Modified vide DoP&T's Notification No.10/2/98-CS.II on 16.9.2000 published under Gazette of India's Notification No. GSR 352 dated 16.9.2000

(ii) on the receipt of any information relating to his nationality, age, health or antecedents the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) An officer appointed to Grade C or Grade D of the Service who holds a lien on a post under the Central Government or any State Government may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) An officer appointed to Grade C or Grade D of the Service who is not considered suitable for confirmation or continuance in the Grade, as the case may be, during or at the end of the period of probation specified in sub-rule (1) of rule 16 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2) as the case may be.

(4) A member of the Service on "trial" in Grade A, Grade B or Grade C who is not considered suitable for continuance in that Grade during or at the end of the period of trial specified in sub-rule (2) of rule 16 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to the next lower grade.

19. **Seniority.**- (1) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day:

Provided that, if the seniority of any such officer had not been specifically determined before that day it shall be as determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

(2) All permanent officers included in the initial constitution of a Grade under rule 7 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade after that day.

(3) The seniority inter se of permanent officer included in the initial constitution of a Grade shall be regulated in the order in which they are so appointed.

(4) The seniority inter se of temporary officers included in the initial constitution of a Grade shall be regulated in the order in which they are so appointed.

(5) Except as provided in sub-rule (6) and (7), the seniority of persons appointed to Grades A, B,C and D of the Service after the appointed day shall be determined in the following manner, namely:-

### **I - Grade A and Grade B**

(i) **Permanent Officers.**- The seniority inter se of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade.

(ii) **Temporary Officers**- The seniority inter se of temporary officers appointed to the Grade after the appointed day shall be regulated by the order in which they are approved for long-term appointment to the Grade.

Provided that an officer included in the Select List who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority, shall, on his appointment to the Grade at any time thereafter, be placed immediately after the officer who was last appointed to that Grade from the Select List .

## **II - Grade C**

(i) **Permanent Officers**.-The seniority inter-se of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade.

(ii) **Temporary Officers**.-The seniority inter-se of temporary officers appointed to the Grade after the appointed day shall be regulated as follows, namely:-

(a) Persons included in the Select List for the Grade shall rank senior en bloc to those not included in the Select List;

(b) The seniority inter se of persons included in the Select List shall be in the order in which their names are included in the Select List:

Provided that a person included in the select list who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority, shall, on his appointment to the Grade at any time thereafter, be placed immediately after the person who was last appointed to that Grade from the Select List.

(c) the seniority inter-se of persons not included in the Select List shall be regulated by the order in which they are approved for long-term appointment to the Grade.

(iii) Notwithstanding anything contained in clauses (i) and (ii) above, the seniority of persons falling in the category specified in clause (c) of the first proviso to sub-paragraph (1) of paragraph 2 of the Fifth Schedule shall be such as may be determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in consultation with the Commission.

## **III - Grade D**

(i) **Permanent Officers**.-The seniority inter se of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade. Direct recruit appointed against substantive vacancies in any cadre shall, however, rank inter se according to the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(ii) **Temporary Officers**.-Persons appointed to the Grade after the appointed day shall rank inter se in the order of merit in which they are placed at the competitive examination on

the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(iii) The seniority of officers appointed to the Grade under proviso to sub-rule (1) of rule 14 shall be such as may be determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

\*(iv)“The seniority of persons appointed to the Grade in accordance with the provisions of rule 14A shall be fixed with reference to the date of his/her regular appointment and regulated in accordance with the instructions issued by the Central Government from time to time”.

(6) All officers substantively appointed to a Grade shall rank senior to those holding temporary or officiating appointments in that Grade.

(\$)(7) The seniority of a member of the Service transferred from one cadre to another cadre under the third proviso to sub-rule (2) of rule 11 or under the second proviso to sub-rule (3) of that rule or under the third proviso to sub-rule (2) of rule 12 or under rule 22 shall be determined in accordance with the regulations made by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

(\*)(\* **20. Scale of Pay.**-The scales of pay attached to Grades A, B, C and D of the Service shall be as follows:-

(1) Grade A-Rs.650-30-740-35-810-EB-35-880-40-1000-EB-40-1200.

Note:- An officer of Grade B of the Service promoted to Grade A of the Service shall be allowed a minimum initial pay of Rs. 775 in this scale.

(2) Grade B-Rs.650-30-740-35-880-EB-40-1040.

Note:- An officer of Grade C of the Service promoted to Grade B of the Service shall be allowed a minimum initial pay of Rs. 710 in this scale.

(3) Grade C-Rs.425-15-500-EB-15-560-20-700-EB-25-800.

(4) Grade D –Rs.330-10-380-EB-12-500-EB-15-560.

Provided that officers appointed to any Grade before the 1<sup>st</sup> day of January, 1973, shall be entitled to draw pay in the scale of pay admissible to them in accordance with the provisions of the Central Civil Services (Revised Pay) Rules, 1973.

21. Regulation of pay.-(1) The pay and increments of officers of Grades A, B,C and D shall be regulated in accordance with the Fundamental Rules or other similar rules relating to pay for the time being in force.

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\* Modified vide DoP&T's Notification No.10/2/98-CS.II on 16.9.2000 published under Gazette of India's Notification No. GSR 352 dated 16.9.2000

(\$) DP&AR Notification No. 10/4/83-CS.II dated 29<sup>th</sup> September, 1983 published under G.S.R.No.761 (E) dated 29<sup>th</sup> September, 1983 in the Gazette of India Part-II-Section3-Sub-section (i)

\* (\*) DP&AR Notification No. 12/10/75-CS.II (i) dated 28<sup>th</sup> May, 1976 published under G.S.R.No.816 dated 28<sup>th</sup> May, 1976 in the Gazette of India Part-II-Section 3-Sub-section (i)

(2) The pay of a probationer may, on his completing each year of probation to the satisfaction of the appointing authority and passing the prescribed tests, be raised by one stage in the time scale.

**22. Inter-cadre transfers.**- The Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may transfer a cadre officers of any Grade from one cadre to another cadre.

**23 Constitution of new cadres.**- (1) The Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may, after the appointed day, constitute new cadres of the Service by

- (i) splitting up an existing cadre into two or more cadres;
- (ii) combining two or more existing cadres into one cadre;
- (iii) combining staff drawn partly from two or more cadres.

(2) The authorised permanent strength in the permanent and temporary officers to be allocated to each Grade in any new cadre constituted under sub-rule (1), and the relative seniority of these officers on such constitution, shall be as determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

(3) After a new cadre has been constituted under sub-rule (1) and its initial constitution determined under sub-rule (2), all the other provisions of these rules shall apply to such a cadre.

**24. Regulations.**- The Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may make regulations, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

**25. Residuary matters.**- In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Central Civil Services in general.

**26. Power to remove difficulties.**- If any difficulty arises in giving effect to the provisions of these rules, the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may, by order to any thing (not inconsistent with the provisions of these rules) which appears to it to be necessary for the purpose of removing the difficulty:

Provided that no such power shall be exercised after expiry of a period of two years from the commencement of these rules.

**27. Power to relax.**- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or posts:

Provided that, in relation to posts falling within the purview of the Commission, no order in respect of a class or category of persons or posts shall be made except after consultation with the Commission.

(&)(27-A. **Saving.**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes and the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

28. **Power to act in certain exigencies.**- In the event of a large number of officers of any Grade being rendered surplus on account of reduction of establishment in, or the abolition of, a cadre or on account of any schemes of administrative reforms or reorganisation the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs may issue special directives to the cadre authorities regarding the absorption of such surplus officers and the cadre authorities shall comply with such special directives.

29. **Interpretation.**- If any question arises as to the interpretation of these rules or the regulations made thereunder, the same shall be decided by the Central Government.

30. **Repeal and Saving.**- The Central Secretariat Stenographers' Service Rules, 1962, and all regulations made thereunder are hereby repealed:

Provided that any order made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

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(&) DP&AR Notification No.21/20/78-CS.I dated 19.9.1978 vide GSR No.1184 dated 19.9.1978 in Gazette of India Part-II Section-3 Sub-section (i)

**First Schedule**  
[See Rules 2(e), 2(f)4, and 7]

**Names of Ministries/Offices to whom the Central Secretariat Service Rules, 1962 apply**

S.No.	Ministry/Office	Other Office to whom the rules apply
1.	2.	3.
1.	Ministry of Agriculture (Department of Agriculture and Cooperation).	(i) Directorate of Economics and Statistics (ii) Directorate of Plant Protection, Quarantine and Storage. (iii) Department of Agricultural Research and Education.
2.	Ministry of Agriculture (Department of Food)	Directorate of Sugar
3.	Ministry of Civil Supplies	
4.	Ministry of Commerce	(i) Chief Controller of Imports and Exports (ii) All India Handicrafts Board
5.	Ministry of Communication	Directorate General of Posts and Telegraphs
6.	Ministry of Defence	
7.	Ministry of Education & Culture (Department of Education)	(i) Department of Culture (ii) Office of Director General Archaeology
8.	Ministry of Energy (Department of Coal)	
9.	Ministry of Energy (Department of Power)	(i) Central Electricity Authority (ii) Central Water Commission (iii) Ministry of Irrigation (iv) National Commission on Floods
10.	Ministry of Finance (Department of Expenditure)	(i) Department of Economic Affairs (ii) Banking Division (iii) Bureau of Public Enterprises (iv) Defence Division (v) Department of Revenue
11.	Ministry of Health and Family Welfare (Department of Health and Department of Family Welfare)	Directorate General of Health Services
12.	Ministry of Home Affairs	(i) Cabinet Secretariat (Department of Cabinet Affairs and Secretariat Cell) (ii) Department of Personnel & Administrative Reforms (iii) Ministry of Planning (Department of Statistics excluding the Industrial Statistics Wing, Calcutta)



		<ul style="list-style-type: none"> <li>(iv) Prime Ministers' Office</li> <li>(v) Department of Justice</li> <li>(vi) Directorate of Coordination (Police Wireless and Police Computers)</li> <li>(vii) Office of the Registrar General of India</li> <li>(viii) Omitted.(*)<sup>(*)</sup></li> <li>(ix) Institute of Secretariat Training &amp; Management</li> <li>(x) Office of the Commissioner for Scheduled Castes and Scheduled Tribes</li> <li>(xi) Staff Selection Commission</li> <li>(xii) Commission for SC/ST</li> </ul>
13.	Ministry of Industry (Department of Industrial Development)	<ul style="list-style-type: none"> <li>(i) Bureau of Industrial Costs and Prices</li> <li>(ii) Office of the Development Commissioner, Small Scale Industries.</li> <li>(iii) Office of the Economic Adviser to the Government of India</li> <li>(iv) Directorate General of Technical Development</li> </ul>
14.	Ministry of Industry (Department of Heavy Industry)	
15.	Ministry of Information and Broadcasting	<ul style="list-style-type: none"> <li>(i) Directorate of Advertising and Visual publicity</li> <li>(ii) Directorate General, All India Radio</li> <li>(iii) Press Information Bureau</li> <li>(iv) Publications Division</li> <li>(v) Office of the Registrar of Newspapers for India</li> <li>(vi) Directorate General, Doordarshan</li> </ul>
16.	Ministry of Labour	<ul style="list-style-type: none"> <li>(i) Office of the Chief Labour Commissioner (Central), New Delhi</li> <li>(ii) Directorate General of Factory Advise Service and Labour Institute, Bombay</li> <li>(iii) Directorate General of Employment and Training</li> <li>(iv) Labour Bureau, Chandigarh/Shimla</li> </ul>

(\*) Omitted vide DP&AR Notification No.11/4/79-CS.II (ii) dated 11<sup>th</sup> April, 1980 published under G.S.R.No.450 dated 11<sup>th</sup> April, 1980 in the Gazette of India Part-II-Section3-Sub-section(i)

17.	Ministry of Supply and Rehabilitation (Department of Rehabilitation)	
18.	Ministry of Supply and Rehabilitation (Department of Supply)	Directorate General of Supplies and Disposals
19.	Ministry of Law, Justice and Company Affairs (Department of Legal Affairs and Legislative Department)	
20.	Ministry of Law, Justice and Company Affairs (Department of Company Affairs)	
21.	Ministry of Petroleum, Chemicals and Fertilizers (Department of Chemical and Fertilizers)	
22.	Ministry of Petroleum, Chemicals and Fertilisers (Department of Petroleum)	
23.	Planning Commission (Including Programme Evaluation Organisation)	
24.	Ministry of Rural Reconstruction	(i) Directorate of Marketing and Inspection, Nagpur. (ii) Directorate of Marketing & Inspection, Faridabad.
25.	Department of Science & Technology	Department of Environment
26.	Ministry of Shipping and Transport	Boarder Roads Development Board
27.	Ministry of Social Welfare	
28.	Ministry of Steel and Mines (Department of Mines)	
29.	Ministry of Steel and Mines (Department of Steel)	
30.	Ministry of Tourism and Civil Aviation	Directorate General of Civil Aviation
31.	Union Public Service Commission	
32.	Ministry of Works and Housing	(i) Office of the Directorate General, Central Public Works Department and Chief Engineer, CPWD, New Delhi, Madras, Bombay and Calcutta (ii) Directorate of Estates (iii) National Building Organisation (iv) Directorate of Printings (v) Central Public Health Environmental Engineering Organisation

**SECOND SCHEDULE**

**Duty posts included in Selection Grade of the  
Central Secretariat Stenographers' Service Rules, 1969.  
See Rule 3(2)**

1. Personal Assistants to the Prime Minister.
2. All posts of First Personal Assistant to Ministers or Members, Planning Commission.
3. All posts of Private Secretary to Deputy Ministers.
4. All posts of Private Secretary to Secretary /Ex-Officio Secretary/Special Secretary/ Ex-Officio Special Secretary/Additional Secretary/Ex-Officio Additional Secretary.
5. Private Secretary to Chairman, Central Electricity Authority.
6. Private Secretaries to Members, Central Electricity Authority.
7. Private Secretary to Chairman, Central Water Commission.
8. Private Secretary to Members, Central Water Commission.
9. Private Secretary to Director General, Posts & Telegraphs.
10. Private Secretary to Chairman and Members, P&T Board.
11. Private Secretary to Chairman, Members and Secretary, Union Public Service Commission.
12. Private Secretary to Commissioner for Scheduled Castes and Scheduled Tribes.
13. Typewriting Instructor, Institute of Secretariat Training & Management.
14. Private Secretary to Chief Economic Advisor, Minister of Finance (Department of Economic Affairs).
15. Private Secretary to Advisor, Handlooms & Handcrafts.
16. Private Secretary to Chairman, Board to Rehabilitation.
17. Private Secretary to Members, Law Commission.
18. Private Secretary to Advisor (I&M), Planning Commission.
19. Private Secretary to Inspector General of Forests, Department of Agriculture & Cooperation.
20. Private Secretary to the Director General of Civil Aviation.
21. Private Secretary to the Chief Commissioner of Railways Safety.
22. Private Secretary to Director General of Health Services.
23. Private Secretary to the Chairman, Foreign Exchange Regulations Appellate Board, Department of Legal Affairs, Ministry of Law, Justice & Company Affairs.
24. Private Secretary (TD) and Director General Technical Development, Ministry of Industry (Deptt. of Industrial Development).
25. Private Secretary to Chairman, Bureau of Industrial Costs and Prices, Ministry of Industry (Department of Industrial Development).
26. Private Secretary to Development Commissioner, Small Scale Industry, Ministry of Industry,(Department of Industrial Development).
27. Private Secretary to Principal Information Officer.
28. Private Secretary to Director General, All India Radio.
29. Personal Secretary to Financial Advisor (Defence Services).
30. Private Secretary to Members, Central Board of Direct Taxes/Central Board of Excise & Customs.

**THIRD SCHEDULE**

**Duty posts included in Grade 'B' of the Central Secretariat  
Stenographers' Service, Rules, 1969**

[See Rule 3(2)]

1. All posts of Assistant Private Secretary to Ministers or Members of Planning Commission.
2. All Posts of Senior Personal Assistant to Joint Secretary/Ex-Officio Joint Secretary.
3. All Posts of Senior Personal Assistant:-
  - (1) Agriculture Commissioner, Ministry of Agriculture (Deptt. of Agriculture & Cooperation)
  - (2) Animal Husbandry Commissioner, Ministry of Agriculture, (Department of Agriculture & Cooperation).
  - (3) (Department of Agriculture & Cooperation), Directorate of Economics (Department of Agriculture & Cooperation), Directorate of Economics & Statistics.
  - (4) Plant Protection Advisor, Ministry of Agriculture (Department of Agriculture & Cooperation), Directorate of Plant Protection, Quarantine & Storage.
  - (5) Credit Expert, Ministry of Agriculture, Department of Agriculture & Cooperation.
  - (6) Commissioner (Plan CDN and Monitoring), Ministry of Agriculture, (Department of Agriculture & Cooperation.)
  - (7) Additional Inspector General of Forests, Ministry of Agriculture (Deptt. of Agriculture & Cooperation).
  - (8) Fisheries Development Commissioner, Ministry of Agriculture, (Department of Agriculture & Cooperation).
  - (9) Chief Agricultural Expert, Ministry of Agriculture (Department of Agriculture & Cooperation).
  - (10) Commissioner, (Fertilizer Promotion), Ministry of Agriculture (Department of Agriculture & Cooperation).
  - (11) Additional Commissioner (Oil Seeds Development), Ministry of Agriculture, (Department of Agriculture & Cooperation).
  - (12) Additional Financial Advisor, (Defence Division), Ministry of Finance.
  - (13) Adviser and Joint Advisers, Bureau of Public Enterprises, Ministry of Finance.
  - (14) Chief Cost Accounts Officer, Ministry of Finance.
  - (15) Controller of Insurance, Department of Economic Affairs, Ministry of Finance.
  - (16) Chairman, All-India Handicrafts' Board.
  - (17) Additional Chief Controller of Imports & Exports.
  - (18) Legal Advisor, Office of the Chief Controller of Imports & Exports.
  - (19) Economic Adviser to the Government of India, Ministry of Commerce.
  - (20) Development Commissioner, All-India Handicrafts Board.
  - (21) Addl. Director General of Health Services, Ministry of Health & Family Welfare.
  - (22) Director, CGHS, Directorate General of Health Services, Ministry of Health & Family Welfare.
  - (23) Deputy Director General of Health Services, Ministry of Health & Family Welfare.
  - (24) Special Commissioner, Traditional Systems of Medicine.
  - (25) Deputy Commissioners of Family Welfare, Ministry of Health & Family Welfare.

- (26) Marketing Executive, Department of Family Welfare.
- (27) Registrar General of India, Ministry of Home Affairs.
- (28) Economic Advisor to the Govt. of India, Ministry of Industry (Department of Industrial Development).
- (29) Security Adviser, Ministry of Industry (Department of Industrial Development).
- (30) Member, Bureau of Industrial Costs & Prices, Ministry of Industry (Department of Industrial Development).
- (31) Deputy Director General of Technical Development & Industrial Development in the D.G.T.D., Ministry of Industry (Department of Industrial Development).
- (32) Information Officer to P.M. , Prime Minister's Office.
- (33) Additional Director General, Directorate General, All India Radio, Ministry of Information & Broadcasting.
- (34) Chief Engineer, Directorate General, All India Radio, Ministry of Information & Broadcasting.
- (35) Director General, Doordarshan, Ministry of Information & Broadcasting.
- (36) Additional Director General, Doordarshan, Ministry of Information & Broadcasting.
- (37) Additional Press Information Officer, P.I.B., Ministry of Information & Broadcasting.
- (38) Chief Engineer, Central Electricity Authority.
- (39) Chief Engineer, Central Water Commission.
- (40) Chief Project Officer, Ministry of Petroleum, Chemicals & Fertilizers (Department of Petroleum).
- (41) Adviser,( Petro-Chemicals), Ministry of Petroleum & Chemicals.
- (42) Adviser,( Refineries), Department of Petroleum.
- (43) Economic Adviser, Department of Petroleum.
- (44) Adviser, (Resources), Planning Commission.
- (45) Economic Adviser, Planning Commission.
- (46) Development Adviser (Ports), Ministry of Shipping & Transport.
- (47) D.G., Backward Classes & Ex-Officio Joint Secretary.
- (48) DG, Supplies & Disposals, Department of Supply.
- (49) Additional Director General, Supplies & Disposals, Department of Supply.
- (50) Additional Secretary & CE/Additional Secretary, UPSC Special Interview Board, UPSC.
- (51) Director General, Public Works Department, Ministry of Works & Housing.
- (52) Deputy Director General, P&T Directorate.
- (53) Director (TRC), P&T Dte.
- (54) Additional Director(TRC), P&T Dte.
- (55) Chief Engineer, P&T Civil Wing, P&T Dte.
- (56) Controller, Mail Operations, P&T Dte.
- (57) Secretary, P&T Board.
- (58) Member, Foreign Exchange Regulation Appellate Board, Department of Legal Affairs, Ministry of Law, Justice & Company Affairs, New Delhi/Madras.
- (59) Solicitor/Solicitor to the Government of India, Department of Legal Affairs, Ministry of Law, Justice and Co. Affairs.
- (60) Senior Government Advocate, Central Agency Section Deptt. of Legal Affairs, Ministry of Law, Justice & Co. Affairs, New Delhi.
- (61) Senior/Central Government Advocates, Branch Sectt., Deptt. of Legal Affairs, Ministry of Law, Justice & Co. Affairs, Bombay/Calcutta.

**FOURTH SCHEDULE****Authorised Permanent Strength of the four grades of the Central Secretariat  
Stenographer's Service  
in each cadre on the appointed day.****[See Rule 5 (I)]**

Cadre		Authorised Permanent Strength			
		Grade A	Grade B	Grade C	Grade D
1.	Ministry of Commerce and Industry	7	-	170	111
2.	Department of Communication	2	-	100	17
3.	Ministry of Defence	6	-	72	65
4.	Ministry of Education and Youth Services	5	-	71	27
5.	Ministry of Finance	12	-	247	66
6.	Ministry of Food, Agriculture, and Community Development (Department of Agriculture)	4	-	89	32
7.	Ministry of Food, Agriculture, and Community Development and Cooperation (Department of Food)	2	-	47	13
8.	Ministry of Food, Agriculture and Community Development and Cooperation (Department of Community Development and Cooperation)	3	-	33	20
9.	Ministry of Health and Family Planning (Department of Health and Family Planning)	2	-	57	12
10.	Ministry of Home Affairs	13	-	155	38
11.	Ministry of Information and Broadcasting	2	-	111	50
12.	Ministry of Irrigation and Power	2	-	70	117
13.	Ministry of Labour, Employment and Rehabilitation (Department of Labour and Employment)	3	-	42	31
14.	Ministry of Labour, Employment and Rehabilitation (Department of Rehabilitation)	1	-	21	13
15.	Ministry of Law	3	-	50	5
16.	Ministry of Petroleum and Chemicals and Mines and Metals (Department of Petroleum and Chemicals)	2	-	24	-
17.	Ministry of Petroleum and Chemicals and Mines and Metals (Department of Mines and Metals)	1	-	18	3
18.	Ministry of Steel and Heavy Engineering	2	-	9	6
19.	Department of Social Welfare	2	-	8	11
20.	Ministry of Shipping and Transport	3	-	51	23
21.	Ministry of Tourism and Civil Aviation	1	-	38	-
22.	Ministry of Works and Housing	1	-	137	54
23.	Planning Commission	11	-	138	38
24.	Union Public Service Commission	9	-	28	2

## Fifth Schedule

### Procedure for the preparation and revision of the Select List for grade C of the Central Secretariat Stenographers' Service (See Rule 12(3))

1. **Constitution.-** Temporary officers of the Grade C of the Service who have been appointed to the Grade immediately before the appointed day or will be appointed on the results of a competitive examination held by the Union Public Service Commission before the appointed day and allotted to a cadre under rule 7 (2) (e) shall form the Select List for that Grade for that cadre, on such date.

2. **Maintenance.-** (1) After the initial constitution of the Select List under paragraph 1, the cadre authority may, having regard to the existing and anticipated vacancies in the Grade, add such number of persons to the Select List as it may think fit:

Provided that no such addition shall be made except from amongst the persons of the following categories, namely:-

(a) (i) persons selected in the order of their seniority (subject to rejection of the unfit) from amongst Grade D Officers of the Service who have rendered not less than five years' approved service in the Grade.

\*“Provided that where an officer of the Grade D is rejected as unfit, the reasons for such rejection shall be recorded in writing and communicated to the officer concerned”;

(ii) persons selected in the order of merit on the results of the departmental competitive examinations held from time to time for this purpose by the Staff Selection Commission.

(b) persons selected in the order of merit on the results of the competitive examinations held from time to time for the purpose by the Union Public Service Commission.

Provided further that the additions to the Select List of persons falling within the categories specified in clause (a) and clause (b) shall be in the ratio 2 : 2 ; that is to say, the persons falling with these categories shall be added to the Select List by taking alternately, - one person each from amongst the categories of persons specified in item (i) and (ii) respectively of clause (a) ; and 2 persons from amongst the category of persons specified in clause (b), and so on, in that order.

(<sup>(e)</sup>) Provided also that if persons specified in item (b) above are not available to fill the quota, additions to the Select List to that extent shall without affecting the requirements of reservation to be made to the Scheduled Castes, Scheduled Tribes and other categories of persons, be made from amongst the persons specified in item (i) of clause (a) above.

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(<sup>(e)</sup>) DP&T Notification No. 13/6/92-CS.II dated 5<sup>th</sup> April, 1994 vide G.S.R. No.249 in the Gazette of India in Part-II Section-3 Sub-section (I)

(x) Amended Vide Notification No.9/9/81-CS-II dated 8-12-1983.

(\*) Vide DP& AR'S Notification No. 1/7/75-CS-I dated 14-3-76

Provided further that if eligible persons are not available in a cadre for promotion, then addition to the Select List of persons specified in item (i) of clause (a) of the first proviso shall be made from a panel furnished by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs of persons serving in other cadres and in case such persons are also not available, such additions to the Select List shall be made from amongst the persons specified in item (ii) of clause (a) of the first proviso.

Provided also that if persons specified in item (ii) of clause (a) of the first proviso are not available, the additions to the Select List in respect of this category shall be made entirely on the basis of competitive examination held by the Commission.

(2) The rules for the competitive examination referred to in clauses (a) and (b) in first proviso to sub-paragraph (1) shall be as determined by regulations made by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs and the allotment of candidates on the results of these examinations to the various cadres shall also be made by the said Department.

3. **Seniority.-** (1) Officers included in the Select List for the Grade constituted under paragraph 1 shall be senior to those included therein after such constitution.

(2) Officers included in the Select List under paragraph 2 shall rank inter se in the order in which they are included in the Select List.

Provided that the seniority of persons recruited through the competitive examinations held by the Commission in whose cases offers of appointment are revived after being cancelled shall be such as may be determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in consultation with the Commission.

(\*) Provided that an officer included in the Select List who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority, shall, on his appointment to the Grade at any time thereafter, be placed immediately after the officer who was last appointed to that Grade from the Select List.

4. **Removal of Names from the Select List.-** (1) Subject to the exceptions made under clause (3) of this paragraph an officer included in the Select List for the Grade shall continue to be included in such list till he is substantively appointed to that grade.

(2) Officers included in the Select List for the Grade who cannot be appointed to that Grade or who are reverted therefrom for want of vacancies will continue to be included in such List and retain the seniority assigned to them in the Select List.

(3) The names of persons of the following categories shall be removed from the Select List, namely persons substantively appointed to the grade;

- (a) persons substantively appointed to the grade;
- (b) persons transferred to another service or post; .

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\* Vide DP& AR'S Notification No. 1/7/75-CS-I dated 14-3-76



- (c) persons who die or retire from service or whose services are otherwise terminated; and
- (d) (i) persons officiating in Grade C beyond the period of trial or probation specified in rule 16 who are reverted therefrom as a result of a departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1965; or
- (ii) persons in Grade C who, either during or at the end of the period of probation or trial specified in rule 16 are reverted therefrom under sub-rule (3) or (4) of rule 18, as the case may be on the ground of unfitness to continue in that Grade; or
- (iii) persons not yet promoted, on trial or appointed on probation to Grade C who on annual review of the Select List are found, because of deterioration in their record or conduct since inclusion in the List, to have fallen below the required standard;

Provided that the removal of the name of a person in category (iii) mentioned above who has been included in the Select List on the results of a competitive examination referred to in paragraph 2 shall be made in consultation with the Commission.

**Sixth Schedule  
(See Rule 11 (4))**

**Procedure for the preparation and revision of the Select List for  
grade A and Grade B of the Central Secretariat Stenographers' Service.**

1. **Constitution.-** Temporary officers of Grade A or Grade B of the Service who have been appointed to the Grade immediately before the commencement of the Central Secretariat Stenographers' Service (Amendment) Rules, 1973, shall form the Select List for that cadre, on such commencement.
2. **Maintenance of select list for Grade A.-** Additions to the Select List for the Grade A in any cadre after its initial constitution under paragraph 1, shall be in such number of officers as the cadre authorities may determine, from time to time, having regard to the existing and anticipated vacancies and shall be made from officers of Grade B of the corresponding cadre of the Service who have rendered not less than six years' approved service in that Grade and are within the range of seniority, in the order of seniority subject to the rejection of the unfit;

(\*) Provided that where an officer of the Grade B is rejected as unfit, the reasons for such rejection shall be recorded in writing and communicated to the officer concerned;"

**Note 1.-** While considering the cases of officers belonging to the Scheduled Castes and

Scheduled Tribes, reservation shall be made in accordance with such instructions as may be issued by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

**Note 2.-** If officers within the range of seniority are not available in a cadre for making additions to the Select List such additions shall be made from a panel, furnished by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs, of officers serving in the other cadres.

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\* Amended vide Notification No.9/9/81-CS.II dated 8.12.83

3. **Maintenance of Select List for Grade B.-** (1) Additions to the Select List in any cadre after its constitution under paragraph 1 shall be made in such numbers as the cadre authority may determine, from time to time, keeping in view the existing and anticipated vacancies, and in equal proportion from-

(a) Grade C officers in that cadre who have rendered not less than eight years' approved service in the Grade and are within the range of seniority, in the order of their seniority in that Grade subject to the rejection of the unfit;

\* Provided that where an officer of the Grade C is rejected as unfit, the reasons for such rejection, shall be recorded in writing and communicated to the officer concerned; and.”

Grade C officers selected on the results of the limited departmental competitive examination, held by the Commission for this purpose from time to time, in the order of their merit,

Persons of the two categories being included in the Select List by taking alternately one person from category (a) and the other from category (b), and so on, in that order.

**Note1-** While considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes, reservations shall be made in accordance with such instructions as may be issued by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

**Note 2.-** If officers within the range of seniority are not available in a cadre for making additions to the Select List from officers of category (a) such additions shall be made from a panel, furnished by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs, of officers serving in the other cadres.

(2) The rules for the limited departmental competitive examination referred to in category (b) of sub-paragraph (1) shall be as determined by regulations made by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in consultation with the Commission and the allotment of candidates from the results of this examination to the various cadres shall be made by the said Department

4. **Seniority. -** (1) Officers included in the Select List for the Grade constituted under paragraph 1 shall be senior to those included therein after such constitution.

(2) Officers included in the Select List under paragraph 2 and 3 shall rank inter se in the order in which they are included in the Select List.

5. **Removal of names from the Select List.-** (1) The names of persons of the following categories included in the Select List for the Grade A or Grade B, as the case may be, shall be removed from any such list, namely:-

(a) Persons substantively appointed to the Grade;

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\* Amended vide Notification No.9/9/81-CS.II dated 8.12.83.

- (b) Persons transferred to another service, Post or Cadre;
- (c) Persons who die or retire from the service or whose services are otherwise terminated; and
- (d) (i) persons officiating in the Grade A or Grade B, as the case may be, beyond the period of 'trial' specified in rule 16 who are reverted therefrom as a result of a departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1965; or
  - (ii) persons who either during or at the end of the period of trial in the Grade A, or Grade B, as the case may be, prescribed in rule 16, are reverted therefrom under sub-rule 18, of the said rules on the ground of unfitness to continue in that Grade; or
  - (iii) persons not yet promoted on trial to the Grade A or Grade B, as the case may be, who on an annual review of the Select List for the Grade are found, because of deterioration in their record and /or conduct since inclusion in the List, to have fallen below the required standard;

Provided that the removal of the name of a person in category (d) (iii) who has been included in the Select List for the Grade on the results of the limited departmental competitive examination referred to in category (b) of sub-paragraph (1) of paragraph 3 shall be made in consultation with the Commission.

- (2) Subject to the provisions of sub-paragraph (1),
  - (a) the name of a person included in the Select List for the Grade shall continue to be included in any such list till he is substantively appointed to that Grade.
  - (b) The name of person included in the Select List for the Grade who cannot be appointed to that Grade or who is reverted therefrom, for want of vacancies, shall not be removed from any such list and he shall retain the seniority assigned to him in that list.

**6. Repeal and Savings.**- On the commencement of these rules, the Central Secretariat Stenographers' Service (Promotion to Grade A) Regulations, 1969 and the Central Secretariat Stenographers' Service (Promotion to Grade B) Regulations, 1969 shall stand repealed :

Provided that any order made or action taken under the regulations so repealed before such repeal shall be deemed to have been made or taken under the corresponding provision of these regulations.

## **SECTION 11**

### **EXPLANATORY MEMORANDUM TO THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE RULES, 1969.**

**Rule 3.-** The Service will consist of 4 Grades specified in this Rule. The Grade A Officers will consist of Private Secretaries to Secretaries/Special Secretaries/Additional Secretaries, 1<sup>st</sup> Personal Assistants to Ministers (including Members, Planning Commission) and Private Secretaries to Deputy Ministers. The Grade B officers attached to Joint Secretaries and

officers of equivalent rank will be designated as Senior Personal Assistants whereas the Grade C Stenographers will be designated as Personal Assistants. The designation of stenographer will apply to Grade D of Central Secretariat Stenographers' Service.

**Rule 5.-** The authorised permanent strength of the four Grades of the Service in any cadre, after its initial constitution will be fixed by the cadre authority in consultation with the Central Government in the Ministry of Finance. It is intended that there should be an annual review of the authorised permanent strength for all the Grades as on 1<sup>st</sup> May each year. No authorised permanent strength has been notified for the new Grade B of the Service in the scale of Rs. 350-770 at the initial constitution, since the required details from cadre authorities could become available only after 1.8.1969. The Cadre authorities may, therefore, review and fix the authorised permanent strength later in accordance with the principles laid down by Ministry of Home Affairs. The Authorised Permanent Strength of Grade A, Grade C and Grade D as on 1.8.1969 represents the Authorised Permanent Strength of the existing Grade B and Grade C and total of permanent and 3 year old temporary posts of steno-typists as per information obtained from cadre authorities. Changes in the figures should be communicated to Department of Personnel and Administrative Reforms for amending the Fourth Schedule.

The posts of Private Secretary to Deputy Minister and Assistant Private Secretary to Minister including Member, Planning Commission which had not so far been included in the Central Secretariat Stenographers' Service except temporarily when held by a former Grade B officer, have now been included as duty posts in Grade A and Grade B respectively.

When the posts of Private Secretary to Deputy Minister or First Personal Assistant to Minister or Member, Planning Commission is held by an ungraded officer or a non-service officer a Grade B post of the Service shall be upgraded to Grade A. Similarly when the post of Assistant Private Secretary to Minister or Member, Planning Commission is held by an ungraded officer or a non-service officer, a Grade C post of the Service shall be upgraded to Grade B. However, when the post of Assistant Private Secretary is held by a Grade A officer, the post shall be treated as a temporary addition to the Grade A.

**Rule 6.-**This rule makes provision for temporary posts outside the authorised permanent strength of a Grade being declared "excluded" from the cadre, if required to be manned in public interest by persons other than members of the Service.

**Rule 7.-**Under this rule, the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs will issue orders regarding allocation of permanent and temporary personnel from amongst the categories of departmental candidates specified in this rule to each cadre at its initial constitution.

The procedure to be followed by the cadre authorities is briefly indicated below:-

### **I. Grade A**

(a) At the stage of initial constitution of Grade A, all posts sanctioned in the existing Grade B would be converted into Grade A posts and would be filled up by the existing Grade B Stenographers (both permanent and temporary) appointed on a regular and long term basis on the basis of seniority subject to the rejection of the unfit. The screening for this purpose should be done by appropriate Departmental Promotion Committee of the cadre concerned.

(b) All permanent incumbents of existing Grade B, will be absorbed in the Grade A on a permanent basis in the respective cadres. Persons who are holding existing Grade B posts on a temporary basis other than those appointed against purely short term/leave vacancies will be absorbed in the Grade A on a temporary basis provided that they would be continued in the Grade A only so long as vacancies in that grade against which they are working continue. On the expiry of the period of such vacancies, they would either be adjusted against fresh vacancies in the same grade in the cadre according to their seniority in the approved list for existing Grade B in that cadre, or reverted to the new Grade B. If any grade B Stenographer is not considered fit for appointment to the Grade A, he will have to be adjusted in the new Grade B.

(c) Those Grade B Stenographers who are officiating in Section Officers' Grade of the Central Secretariat Stenographers' Service (having been promoted in accordance with the prescribed procedure) would be brought on to the Grade A in their respective cadres on their exercising the option to revert to the Stenographers' Service provided they are found suitable for induction in the Grade A by the appropriate Departmental Promotion Committee of the Cadre concerned. On such reversion, their seniority in the permanent or temporary strength of the Grade A would be determined according to their position in the existing Grade B of the Central Secretariat Stenographers' Service.

## **II. Grade B.**

Initial appointments to the new Grade B of the Central Secretariat Stenographers' Service in the scale of Rs. 350-770 would be made from among the following:-

(a) All officers approved for the existing Grade B and officiating in that Grade on a long term basis who are not absorbed in the Grade A on account of sufficient number of vacancies not being available in that grade;

(b) All officers approved for the existing grade B and officiating in that Grade on a long term basis who are not considered by the cadre authorities as suitable for induction in the Grade A; and

(c) Grade C Central Secretariat Stenographers' Service officers of all cadres approved for promotion on a centralised basis by a Central Selection Committee to be set up by the Department of Personnel and Administrative Reforms in accordance with the regulations to be notified.

## **III. Grade C**

Grade C of the Service remains as at present.

## **IV. Grade D**

At the initial constitution of Grade D all the existing steno-typists, including adhoc steno-typists (lower ranking candidates of Union Public Service Commission Stenographers' Examination) and Hindi Steno-typists who do not belong to the Central Secretariat Clerical

Service but are working in Ministries/Offices participating in the Central Secretariat Clerical Service, will be inducted in that Grade provided that they have already passed a stenography test conducted by the Staff Selection Commission or pass such a test within the prescribed period or are exempted therefrom. Those Lower Division Clerks/Upper Division Clerks who have passed the stenography courses conducted by the Institute of Secretariat Training and Management, or who have passed the test held through the Institute, or who have qualified in the Hindi Stenography examinations conducted by the Hindi Teaching Scheme or who have been nominated as steno-typists on the basis of the results of the Stenographers' examinations held by the Union Public Service Commission in 1965 and 1966 will be exempted from passing the test for induction in Grade D.

Persons who have been appointed by the Ministries/Offices as steno-typists on the basis of tests held by them should pass a test in English /Hindi stenography conducted by the Institute of Secretariat Training and Management at 80 words per minute within a period of 2 years from the date of commencement of the new scheme for which they will be given upto four chances. If they fail to qualify in such a test, they will not be eligible for confirmation or continuance in Grade D of the Service.

The Lower Division Clerks/Upper Division Clerks who have been appointed as Steno-typists without any proper test will have to pass within a period to be specified by Department of Personnel & Administrative Reforms in the Ministry of Home Affairs a test at 80 words per minute to be held for the purpose by the Institute of Secretariat Training & Management before they are inducted in Grade D of the service.

**Rule 9.-** This provides that duty posts other than those declared to be excluded from the cadre shall, subject to the reservation in the proviso to this rule regarding the appointment of officers of the Section Officers' Grade to post in Grade A of the Central Secretariat Stenographers' Service, unless held in abeyance for any reasons, be held by the cadre officers of the appropriate grade, which expression includes cadre officers of the Lower Grade promoted to the higher grade in accordance with the provisions of Rule 11,12 or 13 as the case may be.

**Rule10.-** The intention of this rule is that orders of substantive appointment of cadre officers to substantive vacancies in any grade should refer to such appointment in the appropriate grade only ( i.e., against the authorised permanent strength of that grade ) and not to any specified duty post or posts in a cadre.

**Rule 11 & 12.-** These Rules relate to the mode of future recruitment to Grade A, Grade B, and Grade C of the Service. In order to avoid large disparities in promotion prospects in the various cadres, the requirement as to the minimum length of service has been laid down for promotion from the lower grade to the higher grade. If persons possessing such minimum length of service are not available within the cadre, appointments shall be made from a panel of such persons belonging to other cadre. In order to enable the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs to furnish such panels, ministries will send to that Ministry lists of persons in Grade B, Grade C and Grade D who satisfy the requirement as to the minimum length of service for promotion to the next higher grade. The Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs will prepare a panel from amongst such persons.

**Rule 13.-** This rule relates to the filling up to leave and local vacancies of specified duration in Grade A, Grade B and Grade C on ad hoc basis for a period of not exceeding two months. Such ad hoc promotions will be made subject to the proviso to this Rule on the basis of seniority subject to the rejection of unfit.

**Rule 14.-** This rule relates to the filling up of vacancies in Grade D of the Central Secretariat Stenographers' Service. Future Recruitment to this Grade will be through a Departmental Competitive Examination to be held by this Ministry confined to Lower Division Clerks/Upper Division Clerks of the Central Secretariat Clerical Service. If sufficient number of candidates through this source are not available, the deficiency would be met through other sources to be determined by this Ministry.

**Rule 16.-** The decision regarding the extension or curtailment of the period of probation or trial under sub-rule 3 of this rule will be taken by the cadre authority.

**Rule 17.-** A decision as to the satisfactory completion of the probation or trial under this rule will be taken by the cadre authority.

**Rule 18.-** The decision as to the unfitness of a probationer or a member of the Service appointed on probation to be further retained or confirmed in service or to be a member of the Service under sub-rule (1) or sub-rule (3) and as to the unsuitability of an officer appointed on trial to continue in the Grade under sub-rule (4) of this rule, will be taken by the cadre authority.

**Rule 19.- Seniority:**

This rule relates to the fixation of seniority of officers in the various grades of the service at the initial constitution as well as the maintenance stages.

The seniority of Grade D Stenographers appointed at the initial constitution will be fixed in the following manner:-

- (a) In the case of Upper Division Clerks/Lower Division Clerk, Steno-typists, their inter se seniority will be fixed with reference to their seniority in the Central Secretariat Clerical Service.
- (b) Hindi Steno-typists will be arranged inter se with reference to their dates of appointment in the service as Hindi Steno-typists.
- (c) The ad hoc steno-typists (lower ranking candidates of Stenographers' Grade C Examination) will inter se be arranged according to their ranking in the examination.
- (d) The relative seniority of the persons belonging to the above three categories will be determined respectively with reference to (i) the date from which they count seniority in the Central Secretariat Clerical Service, (ii) the date of appointment as Hindi steno-typists and (iii) the date of appointment as ad hoc steno-typists respectively.

**NOTES:-**

(1) If the date of appointment of a person as Lower Division Clerk/Hindi Steno-typists/ad hoc steno-typists is later than the date of appointment of his junior in the same category, date of appointment of the junior shall be the deemed date of the senior for this purpose.

(2) The seniority of such of the ad hoc steno-typists recruited from lower ranking candidates of the Stenographers' Grade II Examination as were already working as Lower Division Clerks /Upper Division Clerks in the Central Secretariat Clerical Service should be determined with reference to their seniority in the Central Secretariat Clerical Service irrespective of their rank in the Stenographers' Examination and not with reference to the date of their appointment as steno-typists on ad hoc basis.

**Rule 20. Scale of Pay:**

The Central Secretariat Stenographers' Service (Second Amendment) Rules, 1976, have been issued in pursuance of the Government's decisions on the recommendations of the Third Pay Commission on the pay scales and designations of the various grades of the Central Secretariat Stenographers' Service which have been given effect to from the 1<sup>st</sup> of January, 1973. Accordingly, the rules have been given retrospective effect from the 1<sup>st</sup> of January, 1973. The interests of no one will be prejudicially affected by the retrospective effect being given to the amendment of these rules.

**Rule 26.-** This rule empowers the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs to issue orders for removal of any difficulties in the operation of any of the provisions of the rules to make necessary adjustments during the transition period. This power is exercisable only for a period of two years from the commencement of these rules.

**Rule 27.-** Under this rule the Central Government have been empowered to relax any of the provisions of the Rules with respect to any class or category of persons or posts if it is considered necessary or expedient after consulting Union Public Service Commission in respect of the posts falling within their purview.

**Rule 28.-** This rule empowers the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs to issue special directives to the cadre authorities regarding the absorption of surplus officers.

**Rule 29.-** Decision as to the interpretation of any of these rules will be given by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.



## SECTION 12

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE (PROMOTION TO GRADE B AT THE INITIAL CONSTITUTION) REGULATIONS, 1969\***

In pursuance of rule 24 read with sub-clause (iii) of clause (d) of sub-rule (2) of rule 7 of the Central Secretariat Stenographers' Service Rules, 1969, the Central Government in the Ministry of Home Affairs hereby makes the following regulations, namely:-

1. **Short title and commencement.**- (1) These regulations may be called the Central Secretariat Stenographers' Service (Promotion to Grade B at the Initial Constitution) Regulations, 1969.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definition .-** In these regulations unless the context otherwise requires.-

(a) "eligible officer" means an officer eligible to be considered for appointment to Grade B of the Service under rule 11 of the Central Secretariat Stenographers' Service Rules, 1969 as on the 1<sup>st</sup> August, 1969.

(b) "Field of selection" means the list of eligible officers from which a selection will be made for inclusion in the Select List;

(c) "Rules" means the Central Secretariat Stenographers' Service Rules, 1969;

(d) "Selection Committee" means the Committee constituted in accordance with regulation 4;

(e) "Select List" means the list of eligible officers considered fit for appointment to Grade B and prepared in accordance with regulation 5; and

(f) Words and expressions used in these regulations and not defined but defined in the Rules, shall have the meanings respectively assigned to them in the Rules.

3. **Size of the Select List and field of selection.**- (1) The number of officers to be included in the Select List shall be as determined by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

(2) The field of selection shall ordinarily extend to five times the number of officers to be included in the Select List, provided that if the required number of officers of the requisite standard are not available in the field so determined, the field may be enlarged to the extent considered necessary by the Selection Committee.

4. **Selection Committee.**- The Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs shall constitute a Selection Committee consisting of not less than five members. The Chairman of the Selection Committee shall be an officer of the rank of Secretary to the Government of India and the other members of the Committee shall be officers not below the rank of Joint Secretary to the Government of India.

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\* Published with the Government of India, Ministry of Home Affairs Notification No.9/1/68-CS-II (iii), dated the 20<sup>th</sup> September, 1969, as amended from time to time

**5. Preparation of the select list.**- (1) The field of selection shall be determined by the Selection Committee by taking the required number of the senior most eligible officers in all the cadres, in the order of their seniority in grade C of the service as on 30<sup>th</sup> September, 1962.

(2) The selection of officers included in the field of selection as are considered fit for promotion to Grade B shall be made by the Selection Committee on the basis of merit with due regard to seniority.

**Note 1.**- While considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes the Selection Committee shall be guided by such instructions as may be issued by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

(3) The select list shall be prepared by including the required number of names.

(4) The list as finally approved by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs, shall form the Select List for Grade B for all cadres at the initial Constitution.

(5) The allotment of officers included in the Select List shall be made by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs to Grade B of the Service in each cadre.

**6. Removal of names from the Select List** - (1) Subject to the exceptions made under clause (3) of this regulation, an officer included in the Select List shall continue to be included therein till he is substantively appointed to Grade B.

(2) Officers included in the Select List who cannot be appointed to Grade B or who are reverted therefrom, for want of vacancies shall continue to be included in the Select List and retain the seniority assigned to them in the said list.

(3) The names of persons of the following categories shall be removed by the cadre authority from the Select List-

- (a) persons substantively appointed to Grade B;
- (b) persons transferred to another service, post or cadre;
- (c) persons who die or retire from the Service or whose services are otherwise terminated; and
- (d) (i) persons officiating in Grade B beyond the period of trial specified in rule 16 of the Rules, who are reverted therefrom as a result of a departmental enquiry or any proceedings under the Central Civil Services (Classification, Control and Appeal), Rules, 1965; or

(ii) persons who either during or at the end of the period of trial in the Grade, specified in rule 16 of the Rules, are reverted therefrom under sub-rule (4) of Rule 18 of the Rules, on the ground of unfitness to continue in the Grade; or

(iii) persons not promoted to Grade B, who on an annual review of the Select List are found, because of deterioration in their record or conduct or both since inclusion in the List, to have fallen below the required standard:

Provided that the removal of the name of a person in category (ii) or (iii) mentioned above shall be made in consultation with the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

## SECTION 13

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE (COMPETITIVE EXAMINATION) REGULATIONS, 1969\***

In pursuance of sub-para (2) of para 2 of the Fifth Schedule to the Central Secretariat Stenographers' Service Rules, 1969, the Government of India in the Ministry of Home Affairs hereby makes the following regulations namely:-

1. **Short title and commencement.**- (1) These Regulations may be called the Central Secretariat Stenographers' Service (Competitive Examination) Regulations, 1969.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.**-In these regulations, unless the context otherwise requires,-

(a) "available vacancies" means the additions to the Select List of Grade C of the Central Secretariat Stenographers' Service which are decided to be made on the results of an examination;

(b) "examination" means a competitive examination held by the Commission for making additions to the Select List of Grade C of the Service and for recruitment to posts of Stenographers in such Services, Departments or Offices, as may be notified from time to time by the Government of India in the Department of Personnel and Administrative Reforms, Ministry of Home Affairs.

(c) "selection" means inclusion in the Select List for Grade C of the Central Secretariat Stenographers' Service;

(d) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of article 366 of the Constitution of India;

(e) Words and expressions used in these regulations and not defined but defined in the Central Secretariat Stenographers' Service Rules, 1969 shall have the meanings respectively assigned to them in the said rules.

3. **Holding of the examination.**- (1) The examination shall be conducted by the Commission in the manner notified by the Government of India in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Commission.

4. **Conditions of eligibility.**- In order to be eligible to appear at the examination, a candidate must satisfy the following conditions, namely:-

(i) **Nationality.**

(a) He must be a citizen of India, or

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\* Published with the Government of India, Ministry of Home Affairs Notification No. 14/12/69-CS.II, dated the 20<sup>th</sup> November, 1969, as amended from time to time

(b) He must belong to such categories of persons as may, from time to time, be notified in this behalf by the Government of India in the Department of Personnel and Administrative Reforms.

(ii) **Age** - He must have attained the age of 18 years, and must not have attained the age of 25 years on the 1<sup>st</sup> day of January of the year in which the examination is held:

Provided that the upper age limit may be relaxed in respect of candidates belonging to the Scheduled Castes, the Scheduled Tribes and such other categories of persons as may be notified in this behalf by the Government of India in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time, to the extent and subject to the conditions notified in respect of each of them.

(iii) **Educational qualification**- He must have passed the Matriculation examination of University incorporated by an Act of the Central or State Legislature in India, or an examination held by a State Education Board at the end of Secondary School Course for the award of a School Leaving, Secondary School or High School Certificate, or otherwise possess any qualification which has been recognised by the Government for the purposes of admission to the examination:

Provided that in exceptional cases, a candidate who, though not possessing any of the qualifications specified in this clause, may be treated by the Commission as educationally qualified if he possesses qualifications the standard of which in the opinion of the Commission justifies his admission to the examination;

(iv) **Attempts at the examination**- Unless covered by any of the exceptions that may, from time to time, be notified by the Government of India in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in this behalf, he should not already have competed more than twice at the examinations held after the 1<sup>st</sup> January, 1962.

**Note 1.-** A candidate shall be deemed to have competed at the examination once for all the Services of posts ordinarily covered by the examination if he competes for any one or more of the Services or posts,

**Note 2.-** A candidate shall be deemed to have competed at the examination if he actually appears in any one or more subjects or papers.

\*(v) **Fees**- He shall pay such fees as may be specified from time to time by the Commission:

Provided that candidates belonging to the categories indicated in column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in column (2) of the said Table:

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\* Vide DP&AR's notification No.11/5/75-CS.II(v) dated 24.1.1976 .

**Table**

<b>1</b>	<b>2</b>
(a) Candidates belonging to the Scheduled Castes and Scheduled Tribes	One-fourth of the fees specified by the Commission from time to time
(b) Candidates belonging to various classes or categories of persons notified from time to time by Government for exemptions or concessions or both in fees	Such proportion of the fees subject to such conditions as may be specified in the orders issued by the Central Government from time to time.

6. **Decision as to eligibility.**-The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

7. **Results.**- (1) The names of the candidates who are considered by the Commission to be suitable for selection on the results of the examination shall be arranged in the order of merit and subject to the provisions of sub-regulations (5) of regulation 8, they shall be recommended for selection in that order up to the number of available vacancies.

(2) The form and manner of communication of the results of the examination to individual candidates shall be decided by the Commission in its discretion; and the Commission shall not enter into any correspondence with the individual candidates regarding results.

8. **Appointments.**- (1) Success at the examination shall confer no right to selection, unless the Cadre Authority is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for selection.

(2) No candidate shall be selected unless he is, after such medical examination as the Central Government may prescribe, found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the Service.

(3) No person –

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service;

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

(4) Save as provided in sub-regulation (5) of this regulation, selection on the results of any examination shall be made to the extent of the available vacancies in the order of merit of the

candidates recommended by the Commission for selection, subject to reservations for the candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with the orders issued by the Government of India in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs in this behalf from time to time.

(5) Candidates belonging to any of the Scheduled Castes or Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the General Standard, be recommended by the Commission by a relaxed standard to make up deficiency in the reserved quota, subject to the fitness of these candidates for selections to the service, irrespective of their ranks in the order of merit at the examination.

9. **Penalty for Misconduct.**- A candidate who is or has been declared by the Commission to be guilty of:-

- (a) Obtaining support for his candidature by any means or
- (b) Impersonating or
- (c) Procuring impersonation by any person, or
- (d) Submitting fabricated document, or documents which have been tampered with or
- (e) Making statements which are incorrect or false or suppressing material, information, or
- (f) Resorting to any other irregular or improper means in connection with his candidatures for the examination, or
- (g) Using unfair means in the examination hall, or
- (h) Misbehaving in the examination hall, or
- (i) Attempting to commit or as the case may be, abetting the Commission of all or any of the acts specified in the foregoing Clauses,

May, in addition to rendering himself liable to criminal prosecution, be liable-

- (A) to be disqualified by the Commission from the examination for which he is a candidate or
- (B) to be debarred either permanently or for a specified period-
  - (i) by the Commission, from any examination or selection held by them;
  - (ii) by the Central Government from any employment under them; and
- (C) If he is already in service under the Central Government to disciplinary action under the appropriate rules.

## SECTION 14

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE GRADE 'D' (COMPETITIVE EXAMINATION) REGULATIONS 1969\***

In pursuance of sub-rule (4) of the Rule 14 of the Central Secretariat Stenographers' Service Rules, 1969 the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs, hereby makes the following Regulations, namely:-

**1. Short Title and commencement.-**

- (i) These regulations may be called the Central Secretariat Stenographers' Service Grade 'D' (Competitive Examination) regulations, 1969
- (ii) they shall come into force on the date of their application in the Official Gazette

**2. Definitions.-** in these regulations, unless the context otherwise requires, -

<sup>s</sup>(a) "Crucial date" means-

- (i) First day of January of the year if the Examination is notified to be held before 1<sup>st</sup> July of that year
- (ii) first day of August of the year if the examination is notified to be held on or after 1<sup>st</sup> July of that year.

(b) "equivalent grade" means any grade under the Central Government or the State Government the minimum and maximum scale of pay of which was not less than Rs.55/- and Rs.130/-, respectively, prior to the 1<sup>st</sup> July, 1959, and is not less than Rs.110/- and Rs.180/- respectively on or after the 1<sup>st</sup> July, 1959;

(c) "Examination" means the competitive examination held by the Staff Selection Commission for appointment to Grade 'D' of the service.

(d) "Regularly appointed officers to the Lower Division Grade or the Upper Division Grade" means an officer allotted to any of the cadres of the Central Secretariat Clerical Service at the Commencement of the Central Secretariat Clerical Service Rules, 1962, or appointed thereafter on a long term basis to the Lower Division Grade or the Upper Division Grade of that Service; as the case may be according to the prescribed procedure;

(e) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings assigned to them by Clauses (24) & (25) respectively of Article 366 of the Constitution of India;

(f) All other words and expressions used in these regulations and not defined but defined in the Central Secretariat Stenographers' Service Rules, 1969, shall have the meanings respectively assigned to them in the said rules.

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\* Published with the Government of India, Ministry of Home Affairs notification No.14/10/69-CS (II) dated 30<sup>th</sup> January, 1970, as amended from time to time.

<sup>s</sup> Vide DP&AR's notification No.12/9(iv)-79-CS(II) dated 18.3.1980



3. Holding of the **Examination** :-

(1) The examination shall be conducted by the Staff Selection Commission in the manner notified from time to time by the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Staff Selection Commission.

4. **Conditions of Eligibility**.-

(1) **Eligibility** - Any permanent or temporary regularly appointed officers to the Lower Division Grade or the Upper Division Grade of the Central Secretariat Clerical Service who satisfy the following conditions shall be eligible to appear at the examination, namely;

(a) **Length of Service**.- He has on the crucial date rendered not less than two years approved and continuous service in the Lower Division Grade or the Upper Division Grade of the Central Secretariat Clerical Service or in any equivalent grade.

**Note 1.**- The limit of two years of approved and continuous service shall also apply if the total reckonable service of a candidate is partly in the Lower Division Grade or Upper Division Grade of the Central Secretariat Clerical Service and partly in an equivalent grade.

**Note 2.**- Officers of the Lower Division Grade or the Upper Division Grade of the Central Secretariat Clerical Service who are on deputation to ex-cadre post with the approval of competent authority shall be eligible to be admitted to the examination if otherwise eligible. This also applies to an officer who has been appointed to an ex-cadre post or to another service on transfer if he continues to have a lien in the Lower Division Grade or the Upper Division Grade of the Central Secretariat Clerical Service for the time being.

(b) **Age**.- He is not more than 50 years of age on the crucial date:

Provided that the upper age limit may be relaxed in respect of the candidates belonging to the Scheduled Castes and Scheduled Tribes and such other categories of persons as may be notified in this behalf by the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs from time to time to the extent and subject to the conditions notified in respect of each category.

(2) **Fees**.- Subject to such exemptions or concessions as may be notified from time to time, a candidate shall pay the fees prescribed by the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs in this behalf.

\* (3) **Fees**.- He shall pay such fees as may be specified from time to time by the Staff Selection Commission:

Provided that candidates belonging to the categories indicated in Column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in Column (2) of the said Table

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\* **Vide DP&AR's notification No.11/5/75-CS(II)(vii) dated 24.1.1976**

**TABLE**

	(1)	(2)
(a)	Candidates belonging to the Scheduled Castes and Scheduled Tribes	One – fourth of the fees specified from time to time
(b)	Candidates belonging to various classes or categories of persons notified from time to time by Government for exemptions or concessions or both in fees	Such proportions of the fees subject to such conditions as may be specified in the orders issued by the Central Government from time to time

(5) Deleted.

6. Decision as to eligibility of a candidate.-

The decision of the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Staff Selection Commission shall be admitted to the examination.

7. **Results**.- (1) The names of the candidates who are considered by the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs to be suitable for appointment on the results of the examination shall be arranged in the order of merit, and subject to the provision of sub-regulation (3) of Regulation 8, they shall be recommended for appointment in that order upto the number of appointments decided to be made.

(2) The form and manner of the communication of the results of the examination to the individual candidates shall be decided by the Staff Selection Commission who shall not enter into any correspondence with the individual candidates regarding results.

8. **Appointments**.- (1) Success in the examination confers no right to selection unless the Cadre Authority is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is suitable in all respects for selection:

Provided that the decision as to whether a particular candidate recommended for selection by the Staff Selection Commission is not suitable shall be taken in consultation with the Department of Personnel & Administrative Reforms.

(2) Save as provided in sub-regulation (3), appointments on the results of any examination shall be made to the extent of the available vacancies in order of merit of the candidates recommended for appointment by the Staff Selection Commission subject to reservations for the candidates of the Scheduled Castes and Scheduled Tribes in accordance with the orders issued from time to time by the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs in this behalf.

(3) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent of the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Staff Selection Commission by a relaxed standard to make up the deficiency in the reserved quota,

subject to the fitness of these candidates for selection to the Service, irrespective of their ranks in the order of merit at the examination.

9. **Penalty for misconduct** - A candidate who is or has been declared by the Staff Selection Commission to be guilty of:-

- (a) Obtaining support for his candidature by any means, or
- (b) Impersonating, or
- (c) Procuring in impersonation by any person, or
- (d) Submitting fabricating documents or documents which have been tampered with, or
- (e) Making statements which are incorrect or false, suppressing material information, or
- (f) Resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (g) Using unfair means in the examination hall, or
- (h) Misbehaving in the examination hall, or
- (i) Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses.

May in addition to rendering himself liable to criminal prosecution, be liable-

- (A) to be disqualified by the Staff Selection Commission from the examination for which he is a candidate, or
- (B) to be debarred either permanently or for a specified period-
  - (i) by the Staff Selection Commission from any examination or selection held by them;
  - (ii) by the Central Government from any employment under them; and
- (C) if he is already in service under the Central Government to disciplinary action under the appropriate rules;

## **SECTION 15**

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE (GRADE C LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION) REGULATIONS, 1971\***

In pursuance of the provisions of rule 24 of , and sub-para (2) of paragraph 2 of the Fifth Schedule to the Central Secretariat Stenographers' Service Rules, 1969, the Central Government hereby makes the following regulations, namely:-

1. **Short title and commencement.**-(1) These regulations may be called the Central Secretariat Stenographers' Service (Grade C Limited Departmental Competitive Examination) Regulations, 1971.
2. They shall come into force on the date of their publication in the Official Gazette.

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\* Published with the Government of India, Ministry of Home Affairs, Notification No.14/58/69-CS.II, dated the 11<sup>th</sup> May, 1971, as amended from time to time.

2. **Definitions.**-(1) In these regulations, unless the context otherwise requires-
- (a) "Crucial date" means the first day of January of the year in which the examination is held;
  - (b) "examination" means a limited departmental competitive examination held by the Staff Selection Commission for making additions to the Select List for Grade C of the Service;
  - (c) "regularly appointed Grade D Officer" means a person included in the initial constitution of that Grade in any cadre or appointed thereafter on a long term basis to Grade D according to the specified procedure;
  - (d) "Scheduled Castes " and Scheduled Tribes" shall have the meanings assigned to them in clause (24) and clause (25) respectively of article 366 of the Constitution of India.
  - (e) "Selection" means inclusion in the Select List for the Grade C of the Service.

2. All other words and expressions used in these regulations and not defined herein but defined in the Central Secretariat Stenographers' Service Rules, 1969, shall have the meanings respectively assigned to them in the said Rules.

3. **Holding of the examination.**-(1) The examination shall be conducted by the Staff Selection Commission in the manner notified from time to time by the Central Government.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Staff Selection Commission.

4. **Conditions of eligibility.**-(1) Any permanent or temporary regularly appointed Grade D officer of the Service who satisfies the following conditions shall be eligible to appear at the examination:

(a) length of service.- He should have on the crucial date, rendered not less than three years' approved and continuous service in Grade D of the Service from or after the appointed day.

**Note.**- Grade D officers who are on deputation to ex-cadre posts with the approval of the competent authority, and those having a lien in Grade D of the Service will be eligible to be admitted to the examination, if otherwise eligible.

\* Provided that if he had been appointed to Grade D of the Central Secretariat Stenographers' Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than three years before the crucial date and he should have been rendered not less than two years' approved and continuous service in that Grade.

(b) **Age.** He should not be more than 50 years of age on the crucial date.

Provided that the upper age limit may be relaxed in respect of the candidates belonging to the Scheduled Castes and Scheduled Tribes and such other categories of persons as may be notified in this behalf by the Central Government from time to time to the extent and subject to the conditions notified in respect of each category.

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\* Vide DP&AR Notification No. 12/9/76-CS(II)(i) dated 27.9.76.

(c) **Stenography Test.**- Unless exempted from passing the Staff Selection Commission's Stenography Test for the purpose of confirmation or continuance in Grade 'D' he should have passed this test on or before the date of notification of the examination.,

**Note.**- Grade 'D' Stenographers appointed at the initial constitution of the Service, who have not passed in the qualifying test conducted for the purpose of the confirmation or continuance in Grade 'D' on the date of notification of the examination or have not been exempted from passing from such a test specifically and who have been allowed extension of time limit to qualify in the qualifying test may be allowed to appear in the first examination to be held in 1972, provisionally. However, only such persons as qualify in the qualifying test for grade 'D' to be held in July,1972 or earlier or become eligible for exemption prior to July,1972 would become finally eligible for the examination.

(2) **Fees.**- He shall pay such fees as may be specified from time to time by the Staff Selection Commission.

Provided that candidates belonging to the categories indicated in Column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in Column (2) of the said Table.

**TABLE**

	1	2
(a)	Candidates belonging to the Scheduled Castes and the Scheduled Tribes	One-fourth of the fees specified by the Commission from time to time
(b)	Candidates belonging to various classes or categories of persons notified from time to time by Government for exemptions or concessions or both in fees	Such proportions of the fees subject to such conditions as may be specified in the order issued by the Central Government from time to time.

4. **Special provisions regarding eligibility of Grade D officers joining military service on account of the Emergency:** - Protection shall be afforded to Grade D officers who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination in the manner prescribed from time to time by the Central Government in this behalf.

5. **Deleted**

6. **Decision as to eligibility of a candidate.-**

The decision of the Staff Selection Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Staff Selection Commission shall be admitted to the Examination.

7. **Results.**- (1) The names of the candidates who are considered by the Staff Selection Commission to be suitable for selection on the results of the examination shall be arranged in the order of merit and, subject to the provisions of sub-regulation (3) of regulation 8, they shall be recommended for selection in that order upto the number of appointments decided to be made.

(2) the form and manner of communication of the results of the examination to individual candidates shall be decided by the Staff Selection Commission in their discretion who shall not enter into any correspondence with the individual candidates regarding the results.

8. **Appointments.**- (1) Success in the Examination shall confer no right to selection unless the Cadre Authorities is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is suitable in all respects for selection;

Provided that the decision as to whether a particular candidate recommended for selection by the Staff Selection Commission is not suitable shall be taken in consultation with the Department of Personnel & Administrative Reforms.

(2) Save as provided in sub-regulation (8) the selections on the results of any examination shall be made to the extent of the available vacancies, in the order of merit of the candidates, as recommended by the Staff Selection Commission subject to the reservations for the candidates belonging to the Scheduled Castes and the Scheduled Tribes in accordance with the orders issued by the Central Government from time to time, in this behalf.

(3) Candidates belonging to any of the Scheduled Castes and Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the General Standard, be recommended by the Staff Selection Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the service, irrespective of their ranks in the order of merit at the examination.

9. **Penalty for misconduct.**- A candidate who is or has been declared by the Staff Selection Commission to be guilty of;

- (a) obtaining support for his candidature by any means or ,
- (b) impersonating or,
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or documents which have been tampered with, or
- (e) making statements which are incorrect or false, or suppressing material information or,
- (f) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (g) using unfair means in the examination hall, or
- (h) misbehaving in the examination hall, or
- (i) attempting to commit, or as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses,

may in addition to rendering himself liable to criminal prosecution, be liable-

- (A) To be disqualified by the Staff Selection Commission from the examination for which he is a candidate, or
- (B) To be debarred either permanently or for a specified period-
  - (i) by the Staff Selection Commission from any examination or selection held by them;
  - (ii) by the Central Government from any employment under them;
- (C) to disciplinary action under the appropriate rules.

## SECTION 16

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE (SENIORITY OF THE TRANSFERRED OFFICERS) REGULATIONS, 1971\***

In pursuance of Rule 24 read with sub-rule (7) of Rule 19 of the Central Secretariat Stenographers' Service Rules 1969, the Central Government in the Department of Personnel & A.R. in the Ministry of Home Affairs hereby makes the following regulations, namely:-

(1) **Short Title and Commencement.**- (1) These regulations may be called the Central Secretariat Stenographers' Service (Seniority of transferred officers) Regulation, 1971.

(2) They shall come into force on the date of their publication in the official gazette.

2. **Definitions.**- In these regulations, unless the context otherwise requires,

(a) "Approved continuous service" in relation to any Grade means continuous service in the grade rendered after regular selection for long term appointment to the grade and includes any period or periods during which a member of the Service would (after such selection) have held a duty post in that Grade but for his being on leave or otherwise not available for holding such duty posts;

(b) "Competitive examination" means the competitive examination held by the Union Public Service Commission for direct recruitment to Grade 'C' of the Service and by the Staff Selection Commission for direct recruitment to the Grade 'D' of the Service;

(c) "limited competitive examination" means the departmental competitive examination referred to in the Fifth Schedule to the Central Secretariat Stenographers' Service Rules, 1969.

(d) "New cadre" means the cadre to which a member of the Service transferred from another cadre;

(e) "Old cadre" means the cadre from which a member of the Service is transferred to another cadre;

(f) "promoted officer" in relation to any Grade of the Service means a person other than a direct recruit to the Grade;

(g) "Rules" means the Central Secretariat Stenographers' Service Rules, 1969;

(h) "transferred officer" means a member of the Service transferred from one cadre to another.

(2) All other words and expressions used in these regulations and not defined but defined in the Rules shall have the meanings respectively assigned to them in the Rules.

3. **Seniority of transferred officers.**- (1) A member of the Grade A of the Service appointed to the erstwhile grade 'B' of the Service before the 1<sup>st</sup> October, 1962, or a member of the Grade 'C' of the Service appointed to that Grade before the 1<sup>st</sup> October, 1962, and included in the initial constitution of any cadre under Rule 7 of the Central Secretariat Stenographers' Service Rules, 1962, shall on his transfer to another cadre, be assigned seniority vis-a-vis officers of that Grade included in the initial constitution of the new cadre,

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\* Published with the Government of India, Deptt. of Personnel Notification No.14/10/71-CS.II, dated 20.9.71, as amended from time to time.



with reference to his relative seniority vis-a-vis such officers as determined before the 1<sup>st</sup> October, 1962.

Provided that if the relative seniority of a transferred officer vis-à-vis the other officers have not been specifically determined before the 1<sup>st</sup> October, 1962, it shall be as determined by the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs.

(2) A member of the Grade B or Grade D of the Service appointed to the Grade at the initial constitution of any cadre under Rule 7 of the Rules, shall, on his transfer to another cadre be assigned seniority vis-à-vis officers of that Grade as follows namely:-

(a) if he is an officer of Grade B of the Service, he shall be assigned seniority below the junior most permanent or temporary officers, as the case may be, appointed to the Grade at the initial constitution, who was senior to him in the Select List prepared under rule 7 (2) (d)(iii) of the Rules;

(b) if he is a permanent officer of Grade D of the Service, he shall rank just above the senior most permanent officer whose date of substantive appointment is later than that of the transferred officer; and

(c) if he is temporary officer of Grade D he shall be assigned seniority vis-à-vis temporary officers of that Grade included in the initial constitution of the new cadre, if any, as if he had been included in the initial constitution of that cadre and if all such officers have been substantively appointed, he shall rank just above the senior most temporary officer whose length of approved service is less than that of the transferred officer.

(3) A permanent or temporary officer of the Grade A other than those referred to in sub-regulation (1) appointed to that Grade in any cadre shall on his transfer to another cadre be assigned seniority vis-à-vis officers appointed to that Grade in the new cadre, except those referred to in sub-regulation (1) as follows, namely:-

(a) if he is a permanent officer, he shall rank just above the senior-most permanent officer of the Grade in the new cadre whose date of substantive appointment is later than that of the transferred officer;

Note- In the case of officers appointed to the erstwhile Grade B of the Service before the 1<sup>st</sup> August, 1969, the date of substantive appointment means the date of substantive appointment in the erstwhile Grade B of the Service.

(b) If he is a temporary officer, he shall rank just above the senior-most temporary officer of the Grade in the new cadre whose length of approved continuous service (including approved service in the erstwhile Grade B of the Service in the case of officers appointed to the Grade A of the Service at the initial constitution of the Service) is less than that of the transferred officer.

(4) A permanent or temporary officer of Grade B of the Service appointed to that Grade in any cadre after the appointed day shall, on his transfer to another cadre be assigned seniority vis-à-vis officers appointed to that Grade after the appointed day in the new cadre as follows, namely:-

(a) if he is a permanent officer, he shall rank just above the senior-most permanent officer of the Grade in the new cadre whose date of substantive appointment is later than that of the transferred officer;

(b) if he is a temporary officer, he shall rank just above the senior-most temporary officer of the Grade in the new cadre whose length of approved continuous service in the Grade is less than that of the transferred officer.

\* (5) A member of the Service appointed to the Grade A or Grade B of any cadre on transfer from another cadre under the third proviso to sub-rule (2) or second proviso to sub-rule (3) of rule 11 of the Rules, as the case may be, shall be assigned seniority in the respective grade in the new cadre below all existing temporary officers of the Grade in that cadre. If two or more such officers are appointed on the same date under the proviso aforesaid, by transfer from the same cadre, their inter se seniority shall be according to the order in which they were approved or graded for promotion in the old cadre and if they are so appointed from two or more different cadres, their inter se seniority shall be such as determined by the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

6. A member of the Service appointed to Grade C of the Service of any cadre after the 1<sup>st</sup> October, 1962, shall, on his transfer to another cadre, be assigned seniority vis-à-vis officers appointed to that Grade after the 1<sup>st</sup> October, 1962, in the new cadre as follows, namely:-

(a) A direct recruit shall be assigned seniority below the juniormost permanent or temporary officer, as the case may be, appointed to the Grade after the 1<sup>st</sup> October, 1962, in the new cadre, who has obtained a higher rank in the competitive examination on the results of which the transferred officer was recruited, or who has been recruited on the results of an earlier examination.

(b) A promoted officer who had been or is included in the Select List for the Grade in the old cadre on the results of the limited competitive examination shall be assigned seniority vis-à-vis permanent or temporary officers of the Grade, as the case may be, in the new cadre, as if he had been included in the Select List for the Grade in that cadre on the results of the same limited competitive examination.

(c) A promoted officer who had been or is included in the Select List for the Grade in the old cadre on the basis of seniority in Grade D, shall on his transfer to another cadre, be assigned seniority vis-à-vis officers appointed to that Grade in the new cadre as follows, namely:-

(i) if he is a permanent officer, he shall rank just above the seniormost permanent promoted officer, included on the basis of seniority in Grade D in the Select List of the new cadre, whose date of substantive appointment is later than that of the transferred officer;

(ii) if he is a temporary officer, he shall rank just above the seniormost temporary officer, included on the basis of seniority in Grade D in the Select List of the new cadre in the same year, whose length of approved continuous service in the Grade is less than that of the transferred officer.

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\* Vide DP&AR Notification No.10/4/83-CS.II(i) dated 29.9.83

(d) A promoted officer not included in the Select List for the Grade in the old cadre, shall be assigned seniority below all such temporary officers of the Grade in the new cadre who have rendered longer or the same length of approved continuous service in the Grade.

\*(e) A member of the Service appointed to Grade C of any cadre on transfer from another cadre under the third proviso to sub-rule (2) of Rule 12 of the Rules, shall be assigned seniority in the new cadre below all existing temporary officers of the Grade in that cadre. If two or more such officers are appointed on the same date under the proviso aforesaid by transfer from the same cadre, their inter se seniority shall be as in Grade D of the Service in the old cadre, and if they are appointed from two or more different cadres, their inter se seniority shall be determined in accordance with the seniority admissible to them in Grade D of the new cadre under sub-regulation (2) of sub-regulation (7) of this regulation, as the case may be.

(7) A permanent or temporary officer of Grade D appointed to that Grade in any cadre after the appointed day shall, on his transfer to another cadre, be assigned seniority in the new cadre as follows, namely:-

(a) A person selected on the results of the competitive examinations held by the Staff Selection Commission shall be assigned seniority below the juniormost permanent or temporary officer, as the case may be, appointed to the Grade after the appointed day in the new cadre, who has obtained a higher rank in the competitive examination on the results of which the transferred officer was recruited, or who has been recruited on the results of an earlier examination.

(b) A person appointed to the grade under the proviso to sub-rule (1) of rule 14 of the Rules shall be assigned seniority in accordance with such instructions as may be issued by the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs.

4. **Power to relax** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons or posts;

Provided that, in relation to posts falling within the purview of the Union Public Service Commission, no order in respect of a class or category of persons or posts shall be made except after consultation with the Union Public Service Commission.

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\* Vide DP&AR Notification No.10/4/83-CS.II(i) dated 29.9.83.

## SECTION 17

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE (PREPARATION OF COMMON SENIORITY LISTS) REGULATIONS, 1971<sup>#</sup>**

In pursuance of rule 24, read with clause (hh) of rule 2, of the Central Secretariat Stenographers' Service Rules, 1969, the Central Government in the Department of Personnel and Administrative Reforms hereby makes the following regulations, namely:-

1. **Short title and commencement.**- (1) These regulations may be called the Central Secretariat Stenographers' Service (preparation of Common Seniority Lists) Regulations, 1971.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.**-(1) In these regulations, unless the context otherwise requires:-

(a) 'Competitive examination' in relation to Grades C and D of the Service, means the competitive examination other than Departmental Competitive Examination, held by the Union Public Service Commission and by the Staff Selection Commission respectively for direct recruitment to the Grades;

(b) 'Government' means the Central Government in the Department of Personnel and Administrative Reforms;

(c) 'Rules' means the Central Secretariat Stenographers' Service Rules, 1969.

(2) Words and expressions used in these regulations and not defined but defined in the Rules shall have the meanings respectively assigned to them in the Rules.

3. **Preparation of the common seniority lists.**-(1) Common seniority lists of officers of Grades B, C and D of all cadres, who have rendered not less than six years', eight years' and five years' approved service in the respective grades shall be prepared as on the 1<sup>st</sup> January of every year separately for each of the three Grades;

Provided that the name of a person who has not rendered the minimum specified approved service in the respective grade shall be included in the common seniority list of that grade if any person junior to him in that grade in his cadre is included in the list;

Provided further that a separate common seniority list may be prepared in respect of officers of Grade D who have been appointed to that Grade at the Initial Constitution of the Service and have rendered not less than three years' approved service.

(2) For the purposes of preparing common seniority lists, the Government shall obtain from the cadre authorities and the names of all officers of each Grade included in their respective cadres who satisfy the conditions specified in sub-regulation (1).

(3) Subject to their *inter se* seniority in their respective cadre being maintained the names of the officers in the same grade shall be arranged in a single list, permanent officers being placed above temporary officers, in the following manner namely:-

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<sup>#</sup> Published with the Government of India, DP&AR Notification No.9/4/69-CS.II dated 18<sup>th</sup> November, 1971, as amended from time to time.

### **I-Grade B**

For each category, permanent or temporary, as the case may be, the names of officers shall be arranged in the following order namely:-

- (a) all officers appointed to the Grade under rule 7(2)(d)(i) of the Rules arranged inter se according to the length of their approved service in the Grade;
- (b) officers appointed to the Grade under 7(2)(d)(ii) of the Rules arranged inter se according to the length of their approved service in the Grade ;
- (c) officers appointed to the Grade under Rule 7(2)(d)(iii) of the Rules arranged *inter se* in the order in which their names are included in the Select List.
- (d) Officers appointed to the Grade under Rule 11 of the Rules arranged according to the length of their approved service in the Grade.

**Note:** For the purposes of items (a) and (b) approved service in Grade B shall include the period of approved service in Grade B before the appointed day.

### **II. Grade C**

- (a) Officers appointed to the Grade before the 1<sup>st</sup> October, 1962 arranged in the order of their seniority in that Grade as on the 1<sup>st</sup> October, 1962;
- (b) Other officers appointed to the Grade arranged in the following manner, namely;

The names of those appointed to the Grade as direct recruits on the basis of the competitive examination shall be arranged according to their order of merit in the examination, persons appointed from an earlier examination being placed above those appointed from a latter examination. In this combined seniority list of direct recruits, the names of persons substantively appointed to the Grade from the Select List for that Grade shall be arranged by placing each such officer immediately above the seniormost direct recruit who is junior to him in that cadre.

### **III - Grade D**

In each category, permanent or temporary, as the case may be, the names of Officers shall be arranged in the following order namely;

- (a) officers appointed to the Grade under Rule 7 (2)(f) of Rules arranged in the order of their seniority as may be determined by the Government;
- (b) officers appointed to the Grade under sub-rule 1 of Rule 14 of the Rules arranged according to their order of merit in the competitive examination, those appointed from an earlier examination being placed above those appointed from a latter examination. The names of the Officers appointed to the Grade on a regular basis under the proviso to sub-rule (1) of Rule 14 of the Rules shall be arranged by placing each such officer immediately above the seniormost direct recruit who is junior to him in his cadre.

4. **Power to Relax.**- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing, relax any of the provision of these regulations with respect to any class or category of persons or posts.

Provided that, in relation to the posts falling within the purview of the Commission no order in respect of a class or category of persons or posts shall be made except after consultation with the Commission.

## SECTION 18

### **THE CENTRAL SECRETARIAT STENOGRAPHERS' GRADE (D)- SPECIAL COMPETITIVE EXAMINATION REGULATIONS 1971<sup>#</sup>**

In pursuance of Rule 24 of the Central Secretariat Stenographers' Service Rules 1969, the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs hereby makes the following regulations namely;

1. **Short Title and Commencement.**-
    - (1) These regulations may be called the Central Secretariat Stenographers' Service Grade (D) - (Special Competitive Examination) Regulations, 1971.
    - (2) They shall come into force on the date of their publication in the official Gazette.
  2. **Definition.**- (1) In these regulations, unless the context otherwise requires;-
    - (a) "available vacancies" means the vacancies in Grade D of the Service which are decided to be filled on the results of an examination;
    - (b) "examination" means a competitive examination held by the Staff Selection Commission for direct recruitment to the Grade D of the Service in accordance with these regulations;
    - (c) "ex-servicemen" means a person who has served in any rank (whether as a combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months and who has been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid.
- EXPLANATIONS.** - For the purpose of this Clause, "Armed Forces of the Union" means the Naval, Military or Air Forces of the Union and includes the Armed Forces of the former Indian States
- (d) "Commission" means the Staff Selection Commission.
  - (e) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings assigned to them by Clauses (24) and (25) respectively of article 366 of the Constitution of India.
2. All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Stenographers' Service Rules, 1969.

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<sup>#</sup> Published with the Government of India, DP&AR Notification No.8/53/71-CS.II dated 1-1-72; as amended from time to time

### 3. **Holding of the Examinations.-**

(1) The examination shall be conducted by the Staff Selection Commission in the manner notified from time to time by the Central Government in the Department of Personnel & A.R. in the Ministry of Home Affairs.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Staff Selection Commission.

4. Conditions of **Eligibility**.- In order to be eligible to compete at the examination, a candidate must satisfy the following conditions, namely-

(i) **Nationality** -

(a) He must be a citizen of India

or

(b) He must belong to such categories of persons as may from time to time, be notified in this behalf by the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs.

(ii) **Age**.- He must have attained the age of 18 years and must not have attained the age of 25 years on the 1<sup>st</sup> day of January of the year in which the examination is held :

Provided that the upper age limit may be relaxed in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs from time to time.

(iii) **Educational Qualifications**.- He must have passed the Matriculation Examination of a Board or University of an established or incorporated by or under Central Act a Provincial Act or a State Act or otherwise possess any qualification recognised by the Central Government as equivalent thereto;

Provided that in exceptional cases, a candidate who though not possessing any of the qualifications specified in this Clause may be treated by the Central Government as qualified if he has passed such examination conducted by any other institutions as or in the opinion of the Central Government of a standard sufficient to justify his admission to the examination.

(iv) **Attempts at the examination**.- Unless covered by any of the exceptions notified from time to time by the Central Government in the Department of Personnel & Administrative Reforms in the Ministry of Home Affairs in this behalf, he should not already have competed more than once at the examinations held after 1<sup>st</sup> January, 1972.

(v) **Fees**.- He shall pay such fees as may be specified from time to time by the Staff Selection Commission.

Provided that candidates belonging to the categories indicated in Column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in Column(2) of the said Table.

**TABLE**

	1	2
(a)	Candidates belonging to the Scheduled Castes and Scheduled Tribes	One-fourth of the fees specified by the Staff Selection Commission from time to time
(b)	Candidates belonging to various classes or categories of persons notified from time to time by Government for exemptions or concessions or both in fees	Such proportions of the fees subject to such conditions as may be specified in the order issued by the Central Government from time to time

**5. Omitted.**

6. **Decision as to eligibility.**- The decision of the Staff Selection Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Staff Selection Commission shall be admitted to the Examination.

7. **Results.**-

(1) The names of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the results of examination shall be arranged in the order of merit and subject to the provision of clauses (a) & (b) of sub-regulation (5) of regulation 8, they shall be recommended for appointment in that order upto the number of appointments decided to be made.

(2) The form and manner of communication of the results of the examination to individual candidates shall be decided by the Staff Selection Commission in their discretion and the Staff Selection Commission shall not enter into any correspondence with the individual candidates regarding the results.

**8. Appointments.**-

(1) Success at the examination shall confer no right to appointment to the Stenographers' Grade D of the service unless the Central Government is satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his character and antecedents, is suitable in all respects, for appointment to the Service.

(2) No candidate shall be appointed to Grade D of the Service unless he is, after such medical examination as the Central Government may prescribe, found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the service.



- (3) No person-
- (a) who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the service:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

(4) Save as provided in sub-regulation (5), appointments to Grade D of the Service on the results of any examination shall be made to the extent of the available vacancies, in the order of merit of the candidates recommended by the Staff Selection Commission for appointment, subject to the reservations for the candidates belonging to the Scheduled Castes and the Scheduled Tribes, and for the ex-Servicemen in accordance with the orders issued from time to time by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in this behalf.

(5) (a) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes, may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Staff Selection Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the service, irrespective of their ranks in the order of merit at the examination.

(b) Ex-servicemen who are considered by the Staff Selection Commission to be suitable for appointment on the results of the examination shall be eligible to be appointed to the vacancies reserved for them irrespective of their ranks in the order of merit at the examination:

Provided that ex-servicemen belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Staff Selection Commission by a relaxed standard to make up the deficiency in the quota reserved for them out of the quota of vacancies reserved for ex-servicemen, subject to the fitness of these candidates for selection to the Service irrespective of their ranks in the order of merit at the examination.

Provided further that in any one recruitment year, the total number of vacancies reserved for ex-servicemen, Scheduled Castes and Scheduled Tribes taken together shall not exceed 50% of the vacancies to be filled in that year.

**9. Penalty for misconduct.**-A candidate who is or has been declared by the Staff Selection Commission to be guilty of:-

- (a) obtaining support for his candidature by any person, or
- (b) impersonating, or
- (c) procuring impersonation by any person, or
- (d) submitting fabricating documents or documents which have been tampered with, or
- (e) making statements which are incorrect or false, or suppressing material information, or
- (f) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (g) using unfair means in the examination hall, or
- (h) misbehaving in the examination hall, or
- (i) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses,

May in addition to rendering himself liable to criminal prosecution, be liable-

- (A) to be disqualified by the Staff Selection Commission from the examination for which he is a candidate, or
- (B) to be debarred either permanently or for a specified period-
  - (i) by the Staff Selection Commission from any examination for selection held by them;
  - (ii) by the Central Government from any employment under them, and
- (C) if he is already in service under the Central Government to disciplinary action under the appropriate rules.

## SECTION 19

### **CENTRAL SECRETARIAT STENOGRAPHERS' SERVICE GRADE B (LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION) REGULATIONS, 1974.\***

In pursuance of sub-paragraph (2) of paragraph 3 of the Sixth Schedule to the Central Secretariat Stenographers' Service Rules, 1969 the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in consultation with the Union Public Service Commission, hereby makes the following regulations, namely:-

1. **Short title and commencement.**-(1) These regulations may be called the Central Secretariat Stenographers' Service Grade B (Limited Departmental Competitive Examination) Regulations, 1974.

(2) They shall come into force on the date of their publication in the official gazette.

2. **Definitions.**-(1) In these regulations, unless the context otherwise requires,-

(a) "crucial date" \*\* means the first day of July of the year in which the examination is held;

(b) "examination" means a limited departmental competitive examination held by the Commission for making additions to the Select List for Grade B;

(c) "selection" means inclusion in the Select List for Grade B.

(c) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of article 366 of the Constitution of India.

(2) All other words and expressions used in these regulations and not defined herein but defined in the Central Secretariat Stenographers' Service Rules, 1969, shall have the meanings respectively assigned to them in the said rules.

3. **Holding of the examination.**-(1) The examination shall be conducted by the Commission in the manner notified by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs from time to time.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Commission.

4. **Conditions of eligibility.**-Any permanent or temporary officer of Grade C of the Central Secretariat Stenographers' Service who, on the crucial date, satisfies the following conditions, shall be eligible to appear at the examination:-

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\* Published with the Government of India, DP&AR Notification No.10/20/73-CS.II dated 15.2.1974, as amended from time to time.

\*\* Amended by Notification No.5/5/84-CS.I(ii) dated 13.6.84.

(1) **Length of Service**.-He should have rendered not less than five years' of approved and continuous service in the Grade.

Provided that if he had been appointed to the Grade 'C' of the Central Secretariat Stenographers' Service on the results of the competitive examination including a Limited Departmental Competitive Examination such an examination should have been held not less

than five years before the crucial date and he should have rendered not less than four years approved and continuous service in that grade.

Provided that any period of his absence on Military duties may be allowed to be counted towards the prescribed length of the Service in Grade C.

(2) Omitted. \*

3. **Fees**.-He shall pay such fees as may be specified from time to time by the Commission.

Provided that candidates belonging to the categories indicated in column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in column (2) of the said Table.

**Table**

<b>1</b>	<b>2</b>
(a) Candidates belonging to the Scheduled Castes and Scheduled Tribes	One fourth of the fees specified by the Commission from time to time
(b) Candidates belonging to various classes or categories of persons notified from time to time by Government for exemptions or concession or both in fees	Such proportion of the fees subject to such conditions as may be specified in the orders issued by the Central Government from time to time.

**Note**.-Grade C officers who are on deputation to ex-cadre posts with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible;

Provided that it shall not apply to a Grade C officer who has been appointed to an ex-cadre post or to another service on 'transfer' and does not have a lien in Grade 'C'.

5. Omitted.

6. **Decision as to eligibility**.-The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

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\* Vide DP\$AR Notification No. 8/4/82- CS (ii) dated 14.6.82.

7. **Results.**-(1) The names of the candidates who are considered by the commission to be suitable for selection on the results of any examination held after the commencement of these regulations shall be arranged in the order of merit and subject to the provisions of sub-regulation (3) of regulation 8, they shall be recommended for selection in that order upto the required number.

(2) The form and manner communication of the results of the examination to the individual candidates shall be decided by the Commission in their discretion and the Commission shall not enter into any correspondence with individual candidates regarding the results.

8. **Selection.** -(1) Success in the examination confers no right to selection unless the Central Government is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is suitable in all respects for selection.

Provided that the decision as to whether a particular candidate recommended for selection by the Commission is not suitable shall be taken in consultation with the Commission.

(2) Save as provided in sub-regulation (3) of this regulation, selection on the results of any examination held after the commencement of these regulations shall be made to the extent required, in the order of merit of the candidates recommended by the Commission for selection, subject to the reservations for the candidates belonging to the Scheduled Castes and the Scheduled Tribes in accordance with the order issued by the Central Government in the Department of Personnel and Administrative Reforms in the Ministry of Home Affairs in this behalf from time to time.

(3) Candidates belonging to any of the Scheduled Castes and the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and Scheduled Tribes can not be filled on the basis of the general standard, be recommended by the Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the Service irrespective of their ranks in the order of merit at the examination.

9. **Penalty for misconduct:-**

A candidate who is or has been declared by the Commission to guilty of: -

- (a) obtaining support for his candidature by any means, or
- (b) impersonating, or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or documents which have been tampered with, or
- (e) making statements which are incorrect or false, or suppressing material information, or
- (f) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (g) using unfair means in the examination hall, or
- (h) misbehaving in the examination hall, or
- (i) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses,

May in addition to rendering himself liable to criminal prosecution, be liable –

- (A) to be disqualified by the Commission from the examination for which he is a candidate, or
- (B) to be debarred either permanently or for a specified period –
  - (j) by the commission, from any examination or selection held by them;
  - (ii) by the Central Government from any employment under them; and
- (C) to disciplinary action under the appropriate rules