

1. : Stenographer Grade II
 2. : 2* (2004)
 *Subject to variation dependent on workload.
 3. : General Central Services, Group 'C', Non-Gazetted, Non-Ministerial.
 4. : Rs. 5000-150-8000
 5. : Selection
 6. : Not applicable
 7. : 27 years

(Relaxable for Government servants upto of 40 years in accordance with the instructions or orders issued by the Central Government.)

Note 1 : The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates (and not the closing date for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep);

Note 2 : In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be last date upto which the Employment Exchanges is asked to submit the names.

Essential :

- (i) Matriculation or equivalent.
 (ii) A speed of 100 words per minute in Stenography (English/Hindi)

Not applicable

Two years for direct recruits

By promotion failing which by deputation; failing both by direct recruitment.

Promotion : The departmental Stenographer, Grade III holding the post in the pay scale of Rs. 4000-6000 on regular basis for five years*

***NOTE :** The fitness of the incumbent in the feeder grade with the requisite service shall be considered. If he is considered fit he shall be deemed to have been promoted to the higher grade. In case he is not considered fit, his case will be reviewed every year. Till such time he will continue to hold the post in the lower grade.

Deputation : Stenographers under the Central Government,—

- (i) holding analogous posts on regular basis; or
 (ii) in the grade of Rs. 4000-6000 with five years service.**

****NOTE (1) :** The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(2) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed three years. The maximum age limit for appointment by transfer on deputation (including short term contract) and transfer shall be not exceeding 56 years as on the closing date of receipt of applications.

Group 'C' Departmental Promotion Committee consisting of :—

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| (1) Head of the Department or Joint Director,
National Atlas and Thematic Mapping Organisation | —Chairman |
| (2) Deputy Director (by rotation),
National Atlas and Thematic Mapping Organisation | —Member |
| (3) Senior Administrative Officer,
National Atlas and Thematic Mapping Organisation | —Member |
| Not applicable | |