

Stenographer Grade I

Name of post.	Number of posts.	Classification.	Pay Level in the Pay Matrix.	Whether Selection post/Non Selection post.
(1)	(2)	(3)	(4)	(5)
Stenographer Grade I	3* (2018) *subject to variation dependent on workload.	General Central Service: Group B, Non-Gazetted, Ministerial	Level 6 in the pay matrix (35400-112400)	Not Applicable
Age limits for Direct Recruits.	Educational and other Qualification required for direct recruits.		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of Probation, if any.
(6)	(7)		(8)	(9)

<p>Not exceeding 30 Years (relaxable for Government servants upto 5 years in accordance with the instructions or orders issue by Central Government.)</p> <p>Note : The crucial date for determining the age-limit shall be as advertised by the SSC.</p>	<p>Essential Qualifications:</p> <p>(i) Bachelor's Degree from any recognized University/ Board.</p> <p>(ii) Skill Test Norms:</p> <p>Dictation: 10 minutes @ 100 words per minute (English/Hindi)</p> <p>Transcription:</p> <p>40 minutes (English)</p> <p>55 minutes (Hindi)</p> <p>Note: Skill Test in typing shall be conducted on Computers.</p>	<p>Not Applicable</p>	<p>Two years</p>
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<p>Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion or deputation or absorption,</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which UPSC to be consulted in making recruitment.</p>
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	grades from which promotion or deputation or absorption to be made.		
(10)	(11)	(12)	(13)
<p>100% by Direct Recruitment.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government/State Government/UTs:</p> <p>a) holding analogous posts on regular basis in the parent cadre/department; and</p> <p>b) possessing the qualifications and experience</p>	<p>Not applicable</p>	<p>Group B Departmental Promotion Committee (for confirmation) consisting of...</p> <p>(1) Director, National Atlas and Thematic Mapping Organisation ...Chairman</p> <p>(2) Director/Deputy Secretary concerned, Department of Science and Technology ...Member</p> <p>(3) Joint Director, National Atlas and Thematic Mapping Organisation ...Member</p> <p>(4) Senior Administrative Officer/Head of</p>	<p>Consultation with UPSC is not necessary.</p>

prescribed for direct recruits under column 7.		Office, National Atlas and Thematic Mapping Organisation ...Member	
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