

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 4)  
GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

New Delhi, the \_\_\_\_\_, 2019

**NOTIFICATION**

S.R.O. . - In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of Ministry of Defence, Coast Guard Stenographers (Group 'C') posts Recruitment Rules, 2013 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer in Indian Coast Guard, Ministry of Defence namely:-

1. **Short title and commencement** .- (1) These rules may be called the Ministry of Defence, Indian Coast Guard Stenographers, Cadre (Group 'C') post Recruitment Rules, 2019.

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

2. **Number of posts, classification and Level in the Pay Matrix.** - The number of the said posts, their classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age limit, and qualification, etc.** - The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be specified in columns (5) to (13) of the Schedule.

4. **Disqualification.** - 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 any of the said Posts:

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 that there are other grounds for doing so, exempt any person from the operation of this rule.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing in consultation with Union Public Service Commission, to relax any of the provisions of these rules with respect of any class or category of persons.

6. **Saving.** - Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

### SCHEDULE

Name of the Post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection posts
(1)	(2)	(3)	(4)	(5)
1. Stenographer	70* (2019) *Subject to variation on workload dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level- 4 (Rs.25500-81100)	Not applicable

Age limit for direct recruits	Educational and other qualifications 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)
Between 18 to 27 years. (Relaxable for Government Servants upto five years in accordance with instructions or orders issued by the Central Government from time to time and further relaxation for five years in the case of Scheduled Castes and Scheduled Tribes).	<b>Essential:</b> (i) 12 <sup>th</sup> class pass from a recognized Board or University,  (ii) Skill Test Norms : Dictation : 10 mts @ 80 w.p.m. Transcription: 50 mts. (Eng.) 65 mts.(Hindi) (On computer)	Not applicable	Two years
<b>Note 1:</b> The crucial date for determining the age limit shall be advertised by the SSC.			

Method of recruitment : Whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the vacancies to be filled up by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10) 100% by direct recruitment on the basis of competitive examination conducted by Staff Selection Commission failing which by deputation	(11) <b>Deputation:</b> Officers of the Central Government: (a) holding analogous post of Stenographer on regular basis.  <b>Note :</b> The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	(12) <b>Group 'C' Departmental Confirmation Committee consisting of:-</b>  1. Director (Personnel), Coast Guard Headquarters - Chairman  2. One Officer in the rank of Senior Civilian Staff Officer, Coast Guard -Member  3. One Officer in the rank of Civilian Staff Officer, Coast Guard -Member	(13) Consultation with Union Public Service Commission not necessary

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(Ashis Bishayee)  
Under Secretary to the Govt. of India.