

**Central Institute of Indian Languages and its Regional Language Centres****RR Amendments-Group B (Non Gazetted)- Stenographer-I (Hindi)- Level 6 in the Pay Matrix of CCS (RP) Rules 2016**

Col no	Description	Existing RRS G.S.R.423/12th October, 2000	Proposed Amendments	Reasons
1	Name of the Post	Stenographer Grade I (Hindi)	No amendments	
2	No.of Post	One (2000)* * Subject to variation dependent on workload	One (2017)* * Subject to variation dependent on workload	Change of year
3	Classification	General Central Services, Group C , Non-Gazetted , Ministerial	General Central Services, Group B , Non-Gazetted Ministerial	Revision of Classification of posts issued by Central Govt.
4	Scale of pay	5500-175-9000	Level 6 in the Pay Matrix as contained in CCS (Revised pay) Rules 2016 [Equivalent to PB-1; Grade Pay Rs.4200 of CCS (RP) Rules 2006 ]	Pay scale revised in accordance with CCS (Revised pay) Rules 2016.
5	whether selection post or non-selection post	Non-Selection post	No amendments	

6	Age limit for direct recruits	Between 18 and 25 years (relaxable for Govt . Servants upto 35 years). The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India. (other than those in the Andaman & Nicobar Islands and Lakshadweep). In case of recruitment through the Employment Exchange, the crucial date for determining the age limit should be the last date upto which the Employment Exchange is asked to forward names.	Upper age limit of 30 years (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government). The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep). In case of recruitment through the Employment Exchange the crucial date for determining the age limit should be the last date upto which the Employment Exchange is asked to forward the names.	Inclusion of North Eastern states, Ladakh division of J&K, Lahual spiti district and Pangi sub-division of Himachal Pradesh as per Govt of India Orders.
7	Educational and other qualifications required for direct recruits.	Essential: (i) Matriculate or equivalent (ii) 120 words per minute in Hindi shorthand (iii) 40 words per minute speed in Hindi typewriting. Note: 1. Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. 2. The qualifications regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.	Essential: (i) 12th Standard or equivalent from a recognised Board or University (ii) Dictation: 10 minutes @ 120 words per minute in Hindi shorthand (iii) Transcribing: 60 minutes (Hindi) on computer 40 words per minute speed in Hindi typewriting. Note: 1. Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. 2. The qualifications regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes / Scheduled Tribes , if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.	Revision in Educational Qualificaton.

8	Whether age and educational qualifications prescribed for the direct recruits will apply in case of promotees	Not applicable	No amendments	
9	Period of Probation, If any.	Two years	No amendments	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment	No amendments	
11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	Promotion from the cadre of Stenographers Grade II with 3 years of regular service in the Grade and having qualification for direct recruit	Promotion from the cadre of Stenographers Grade II with 5 years of regular service in the Grade and having qualification for direct recruits in CIIL and RLCs.	

12	If a Departmental Promotion Committee exists what is its composition	DPC Member :- (i). Jt. Secretary/Joint Educational Adviser, Incharge of Language Division, Min of Human Resource Development, Deptt of Education, New Delhi- Chairman. (ii).Director(L)/Deputy Secretary (L)/Deputy Educational Adivser(L), Ministry of Human Resource Development , Department of Education, New Delhi-Member (iii) Director, CIIL, Mysore.-Member (iv).Asst. Educational Adviser/Education Officers/ Under Secretary/ Desk Officer, Ministry of Human Resource Development , Deptt of Education- Member.	DPC Member :- (i). Jt. Secretary , Min of Human Resource Development, Department of Higher Education, New Delhi- Chairman. (ii).Deputy Secretary (Languages), Ministry of Human Resource Development , Department of Higher Education, New Delhi-Member (iii) Director, CIIL, Mysore.-Member (iv). Under Secretary(Languages), Ministry of Human Resource Development , Department of Higher Education - Member.	The following amendments have been carried out in view of the dispensation of the work allocation in the Ministry (1)The words"Department of Education " have been amended and replaced with "Department of Higher Education" 2. The words "Joint Educational Adviser", "Deputy Educational Adviser", "Education Officer" and "Assistant Educational Adviser" have been deleted in the amendment.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable	No amendments	