

No. 1-12014/01/2018-Ad (CD) / 1133-36
Government of India
Ministry of Home Affairs
(Disaster Management Division)

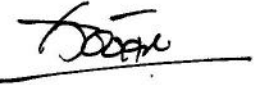
NDCC-II Building, 3rd Floor, B Wing
Jai Singh Road, New Delhi-110001
Dated: 04.06.2018

Office Memorandum

Subject: Inviting comments of the stakeholders on the draft Recruitment Rules for the post of Stenographer Grade II.

The undersigned is directed to refer to the DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13/10/2015 on the subject mentioned above and to request that the draft Recruitment Rules for the post of Stenographer Grade II, Gp. 'C' in NFSC, Nagpur (copy enclosed), may be placed on the website of the MHA at mha.gov.in and www.ndmindia.nic.in for the comments of the stakeholders.

Enclosure: As above



(Surendra Thakur)

Under Secretary to the Government of India
Telefax: 23438144

To,

- ✓ 1. Director, NIC, Ministry of Home Affairs
North Block, New Delhi.
- ✓ 2. Ms. Garima Agarwal, Project Associate,
UNDP, MHA, NDCC-2 Building, New Delhi.

No. 1-12014/01/2018-Ad (CD)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralya
(Disaster Management Division)


NDCC-II Building, 3rd Floor, B Wing
Jai Singh Road, New Delhi-110001
Dated: 04.06.2018

Subject: Inviting comments of the stakeholders on the draft Recruitment Rules for the post of Stenographer Grade II.

In compliance to para 2 of Department of Personnel & Training (DoPT) OM No. AB-14017/61/2008-Estt.(RR) dated 13/10/2015, the draft Recruitment Rules for the post of Stenographer Grade II, Gp. 'C' in NFSC, Nagpur (copy enclosed), are placed on the website of the MHA for inviting comments from the stakeholders.

2. All the stakeholders are requested to send their comments, if any, in writing within a period of 30 days from the date of publication of the draft Recruitment Rules on the website of MHA to Under Secretary (DM-III), Disaster Management Division, Ministry of Home Affairs, 3rd Floor, B-wing, NDCC-II Building, Jai Singh Road, New Delhi-110001.

Enclosure: As above


04.06.2018
(Surendra Thakur)

Under Secretary to the Government of India
Telfax: 23438144

[To be published in the Gazette of India, Part-II, Section 3, Sub-section (i)]

Government of India
Ministry of Home Affairs

New Delhi, the May, 2018

Notification

G.S.R... .- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the National Fire Service College, Nagpur, Group 'C' (Non-Gazetted) Recruitment Rules, 2014, in so far as they relate to the post of Stenographer Grade 'D', 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 Grade 'D' in the National Fire Service College, Nagpur, namely:-

1. Short title and commencement. - (1) These rules may be called the National Fire Service College, Nagpur, Stenographer Grade-II (Group 'C' post) Recruitment Rules, 2018.
(2) They shall come into force on the date of their publication in the official Gazette.
2. Number of post, classification and level in the pay matrix.- The number of the said post, their classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedules annexed to these rules.
3. Method of recruitment, age-limit and qualifications, etc.- The method of recruitment, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the aforesaid Schedule.
4. Disqualification.- No person,-
 - (a) who has entered into or contracted a marriage with a person having 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 said post:

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, 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 so to do, it may by order, for reason to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving. - Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes, 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.

Name of the post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non selection post.	Age- limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Stenographer Grade-II	1* (2018) *Subject to variation dependent on work load.	General Central Service, Group 'C', Non - Gazetted, Non-Ministerial.	Level- 4 in the pay matrix ₹25500-81100.	Not applicable	Between 18 and 27 years of age (Relaxable for Government servants upto 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 as advertised by the Staff Selection Commission.

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.
(7)	(8)	(9)
Essential Qualifications.- 1. 12 th Class pass from a recognised Board/University. 2. Skill Test Norms : (i) Dictation: 10 Minutes @ 80 w.p.m. in shorthand. (ii) Transcription: 65 Minutes (English), 75 Minutes (Hindi) on Manual Typewriter. OR 50 Minutes (English), 55 Minutes (Hindi) on Computer.	Not applicable.	Two years

Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption, and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.
(10)	(11)
Direct recruitment through Staff Selection Commission. Note.- Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by deputation basis from officers of Central Government :- (a) holding analogous posts on regular basis in the parent cadre or Department and	Not applicable.

<p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Column (7). The period of deputation (including short-term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	
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<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstance in which Union Public Service Commission is to be consulted in making recruitment.</p>
<p>(12)</p>	<p>(13)</p>
<p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:- (1) Director General Fire Service, Civil Defence and Home Guard - Chairperson; (2) Fire Adviser, Office of Director General Fire Service, Civil Defence and Home Guard - Member; (3) Director, National Fire Service college, Nagpur - Member.</p>	<p>Not applicable.</p>

(F. No. I-12014/01/2018-CD)

(Surendra Thakur)
Under Secretary to Govt. of India