

(TO BE PUBLISHED IN DELHI GAZETTE (PART-IV) EXTRAORDINARY)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III)**

7TH LEVEL, "B WING", DELHI SECRETARIAT,

I.P. ESTATE, NEW DELHI- 110 113.

(<http://services.delhigovt.nic.in>)

NOTIFICATION

No. F.3 (2)/2009/S-III/Pl.File/ 2331 Dated: 02/07/09 - In exercise of the powers conferred by the proviso to article 309 of the Constitution read with the Government of India, Ministry of Home Affairs Notification No.F.27/59-Him (I) dated the 13th July, 1959 and all other powers enabling him in this behalf, the Lt. Governor of the National Capital Territory of Delhi is pleased to make the following rules, namely: -

1. Short title and commencement. -

- (1) These rules may be called "The Government of National Capital Territory of Delhi Stenographers Service Rules, 2008".
- (2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions.- In these rules, unless the context otherwise requires, -

- (a) "appointing authority" in relation to Senior Personal Assistant and Stenographer Grade-II means the Chief Secretary and in relation to Stenographer Grade-III means the Head of Department concerned for the purposes of these rules;
- (b) "Board" means the Delhi Subordinate Service Selection Board;
- (c) "cadre" means the group of posts of the grades as specified in Schedule - I;
- (d) "cadre controlling authority" means the Services Department of the Government;

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- (e) "cadre officer" in relation to any grade of the Service means a member of the Service of that grade who is appointed under rule 6 and rule 7 of these rules;
- (f) "Chief Secretary" means the Chief Secretary to the Government of National Capital Territory of Delhi;
- (g) "Commission" means the Union Public Service Commission;
- (h) "departmental promotion committee" means a committee constituted to consider promotion and confirmation in any grade as specified in Schedule - III;
- (i) "direct recruitment" means recruitment made through competitive examination held by the Board;
- (j) "duty post" means any post specified in Schedule-I and any other temporary or permanent post declared as duty post by the Lt. Governor from time to time;
- (k) "Government" means the Lieutenant Governor of the National Capital Territory of Delhi appointed by the President under article 239 and designated as such under article 239AA of the Constitution;
- (l) "grade" means any of the grades specified in rule 3 of these rules;
- (m) "Lt. Governor" means the Lt. Governor of the National Capital Territory of Delhi appointed by the President under article 239 of the Constitution;
- (n) "Schedule" means a Schedule appended to these rules;
- (o) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clause (24) and clause (25) respectively of article 366 of the Constitution;
- (p) "Service" means the Government of National Capital Territory of Delhi Stenographers Service, constituted under rule 3 of these rules.

3. Constitution of the Service and its classification. -

- (1) On and from the date of commencement of these rules there shall be constituted a Service known as the "Government of National Capital Territory of Delhi Stenographers Service" consisting of persons appointed to the Service under rules 6 and 7 of these rules.

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(2) The Service shall have three grades as specified in Schedule - I.

(3) The post of Senior Personal Assistant shall be Central Civil Service Group B, Non-Ministerial (Gazetted) posts, the posts of Stenographers Grade-II shall be Central Civil Services Group B, Non-Ministerial (Non-Gazetted) posts and those of Stenographers Grade-III shall be Central Civil Services Group C, Non-Ministerial (Non-Gazetted) posts.

4. Grades, authorized strength and their review. -

(1) The duty posts included in the three grades, their numbers and the scales of pay attached to them on the date of commencement of these rules shall be as specified in Schedule- I;

(2) Notwithstanding anything contained in sub-rule (1), the Lt. Governor may, from time to time, make temporary additions or alterations to the duty posts in various grades.

5. Members of the Service. -

(1) The following persons shall be the members of the Service namely: -

(a) persons appointed to duty posts under rule 6; and

(b) persons appointed to duty posts under rule 7.

(2) A person appointed under clause (a) of sub-rule (1) shall on such appointment, be deemed to be the member of the Service in the appropriate grade applicable to him in Schedule - I.

(3) A person appointed under clause (b) of sub-rule (1) shall be the member of the Service in the appropriate grade applicable to him in Schedule-I from the date of such appointment.

(4) Members of the Service shall, in the normal course, be eligible for appointment to various grades of the Service to which they belong and not to the other Service.

6. Initial constitution of the Service. -

(1) All existing officials holding duty posts on regular basis and appointed in a regular manner in accordance with the method of recruitment prior to the constitution of the Service, shall be deemed to be the members of the Service in the respective grades.

(2) The regular continuous service rendered by the officials referred to in sub-rule (1) before the commencement of these rules, shall count for the purpose of probation, qualifying service, promotion, confirmation and pension in the Service.

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To the extent the cadre controlling authority is not able to fill up the authorized regular strength of various grades in accordance with the provisions of this rule, the same shall be filled in accordance with the provisions of rule 7.

7. Future maintenance of the Service. -

(1) The vacancies in any of the grades referred to in Schedule-I, after the initial constitution under rule 6, shall be filled in the manner hereinafter provided in this rule.

(2) The Method of recruitment as specified in Schedule-II shall be as follows :-

- (a) All vacancies in Senior Personal Assistant grade shall be filled by promotion in the order of seniority subject to the recommendation of the departmental promotion committee from amongst eligible officers holding the post of Stenographer Grade-II having eight years regular service in the grade, failing which by deputation from amongst:

Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:

(i) Degree from a recognized University or equivalent.

(ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

- (b) All vacancies in Stenographer Grade-II shall be filled by promotion in the order of seniority subject to the recommendation of the departmental promotion committee from amongst eligible officers holding the post of Stenographer Grade-III having five years regular service in the grade, failing which by deputation from amongst:

Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:

(i) Degree from a recognized University or equivalent.

(ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

- (c) All vacancies in Stenographer Grade-III shall be filled in by direct recruitment on the basis of open competitive examinations to be conducted by the Board or in such a manner as may be specified by the Chief Secretary from time to time.

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- (d) If any officer appointed to any grade of the Service is considered for the purpose of promotion to the higher post, his senior would also be considered, provided that he is not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and has successfully completed the probation period for promotion to the next higher grade along with the juniors who have already completed such qualifying or eligibility service.

Note. - The eligibility list for promotion shall be prepared with reference to the date of completion of the qualifying service in the respective grade or post.

5. Seniority. -

- (1) The relative seniority of members of the Service appointed to a grade of the Service, at the time of initial constitution of the Service under rule 6, shall be as obtaining on the date of commencement of these rules:

Provided that if the seniority of any such member has not been specifically determined on the said date, the same shall be as determined on the basis of the rules governing the fixation of seniority as were applicable to the members of the Service prior to the commencement of these rules.

- (2) The seniority of the persons recruited to the Service after the initial constitution shall be determined in accordance with the general instructions issued by the Government of India in the matter from time to time.

The following principles shall be followed for fixation of seniority of persons appointed on regular or officiating basis to various grades under rules 5 and 7, namely: -

- (a) The seniority of the officers in various grades of the Service shall be determined on the basis of rules, regulations and orders issued in this regard from time to time by the Government of India.
- (b) The relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the Board.
- (c) (i) In case of promotees, where promotions are made on the basis of selection by the departmental promotion committee, the seniority of such promotees shall be in the order in which the departmental promotion committee recommends them for such promotion.

(ii) Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted.

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- (d) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits or promotees may also be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits or promotees.
- (e) The date of joining by a person appointed on compassionate grounds shall be treated as the date of his or her regular appointment.
- (f) The seniority of the members of Senior Personal Assistant and Stenographer Grade-II of the Service shall be determined with reference to the date of regular appointment (appointment made in a regular manner in accordance with the method of recruitment prior to the constitution of these Service rules) to the post concerned:

Provided that the existing seniority of the person determined or to be determined as per applicable rules, regulations and orders in different grades shall not be disturbed.

9. Probation. -

- (1) Every officer on appointment to Stenographer Grade-III of the Service by direct recruitment shall be on probation for a period of two years.

Provided that the appointing authority may extend the period of probation in accordance with the instructions issued by the Government of India from time to time in this behalf.

- (2) On completion of the period of probation or any extension thereof, directly recruited officers shall, if considered fit for confirmation in the Service, be confirmed in terms of the orders of the Government of India for the time being in force.
- (3) If, during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that an officer is not fit for confirmation in the Service, the appointing authority may discharge the officer or revert him to the post held by him prior to his appointment in the Service, as the case may be, in consultation with the cadre controlling authority as per rules on this subject.
- (4) During the period of probation or any extension thereof, an officer may be required by the Lt. Governor or the Chief Secretary, as the case may be, to undergo such courses of training or to pass such examination or test as the appointing authority, in consultation with the cadre controlling authority, may deem fit as condition for satisfactory completion of probation.
- (5) As regards other matters relating to probation, the members of the Service shall be governed by the orders or instructions issued by the Government of India in this regard from time to time.

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10. Appointment to the Service. -

All appointment to the Service shall be made to Senior Personal Assistant or Stenographer Grade II or Stenographer Grade III of the Service and not against any specific post included in the Service.

Note. - Members of the Service shall, in the normal course be eligible for appointment to various grades of the Service to which they belong and not to the other Service.

11. Posting. -

- (1) Every member of the Service, unless he is on leave or otherwise not available for holding a duty post owing to the exigencies of the public service, be posted against a duty post of the appropriate grade in the Service under the Government by the cadre controlling authority.
- (2) The cadre controlling authority may transfer the cadre officers from one office to another office within the Service from time to time.
- (3) The cadre controlling authority with the approval of Chief Secretary shall allocate such number of duty posts to various Offices of the Government, as may be deemed necessary from time to time.

12. Disqualification. -

No person shall be eligible for appointment to the Service -

- (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.

Provided that the Lt. Governor 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 so doing, exempt any person from the operation of this rule.

13. Other conditions of Service. -

The other conditions of service of members of the Service in respect of matters for which no specific provision has been made in these rules shall be the same as are applicable, from time to time, to officers of equivalent rank in the Central Government.

14. Power to relax. -

Where the Lt. Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons 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.

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15. Saving. -

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

16. Interpretation. -

If any question arises as to the interpretation of these rules, it shall be decided by the Lt. Governor in consultation with the Commission, as the case may be.

17. Repeal. -

- (1) The existing recruitment rules for the post of Senior Personal Assistant (Sr. P. A.) notified vide Gazette Notification No.F.2 (3)/98/S.III/3107 dated the 17th October, 2000, Stenographer Grade-II notified vide Gazette Notification No.F.2(23)/86/S.II dated the 21st November, 1986 and Stenographer Grade-III notified at serial number 4 vide Gazette Notification No.F.10(8)/67-S(C) dated the 1st February, 1968, are hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action taken under the aforesaid notifications, shall be deemed to have been done or taken under the provisions of these rules.

By order and in the name of the
Lt. Governor of the National Capital
Territory of Delhi

S. K. Srivastava
(S.K. SRIVASTAVA)
Pr. Secretary (Services)

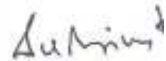
No.F.3(2)/2000/S-III/Pt. File/ 2331

Dated: 02/07/08

Copy forwarded to:-

01. The Secretary to Lt. Governor, Delhi.
02. Principal Secretary to Chief Minister, Government of NCT of Delhi.
03. OSD to Chief Secretary, Delhi.
04. All Principal Secretaries/ Secretaries/ Joint Secretaries/ Deputy Secretaries/ Under Secretaries, Government of NCT of Delhi.

05. All Heads of the Departments, Government of NCT of Delhi, Delhi/New Delhi.
06. The Deputy Secretary (Services)-I & II, Government of NCT of Delhi.
07. The Deputy Secretary (Language), Government of NCT of Delhi.
08. The Under Secretary (Law), Government of NCT of Delhi.
09. The Deputy Secretary (Coord), General Administration Department Government of NCT of Delhi in duplicate for publication in the Delhi Gazette (Part-IV) Ordinary with the request that five copies of the Gazette may please be supplied to this Department for official use.
10. The Superintendent, Services-I, II, III, IV, Coordination, ACP Branch Government of NCT of Delhi.
11. Guard file.



(S.K. SRIVASTAVA)
Pr. Secretary (Services)

SCHEDULE - I
[See rule 4 (1)]

Classification, scale of pay and number of duty posts in the different grades of the Government of NCT of Delhi Stenographer Service shall be as under:

Part A	Grades and sanctioned strength of the Service	
(a)	Grades of the Service	Scale of pay
1.	Senior Personal Assistant (Sr. P. A.) (Group "B" Gazetted, Non-Ministerial)	Rs.6500-200-10500 (On initial appointment in the grade) Rs.8000-275-13500 (On completion of 4 years of regular service in the grade subject to vigilance and integrity clearance)
2.	Stenographer Grade II (Group "B" Non-Gazetted, Non-Ministerial)	Rs.5500-175-9000
3.	Stenographer Grade III (Group "C" Non-Gazetted, Non-Ministerial)	Rs.4000-100-6000

(b)	Sanctioned strength	
1	Senior Personal Assistant (Sr. P. A.)	233
2	Stenographer Grade- II	464
3	Stenographer Grade- III	464
4	Leave and Training Reserves	232
	Total	1393
(c)	Reserves	
1	Leave reserve at 10% of 1161	116
2	Training reserve at 10% of 1161	116
	Total	232

Part B	Posts in the various grades.	
S. No.	Name of posts	No. of posts
(a)	Posts under Senior Personal Assistant	233
(b)	Posts under Stenographer Grade- II	464
(c)	Posts under Stenographer Grade- III	464
(i)	Total of (a), (b) and (c) of Part B	1161
(ii)	Leave and Training Reserves	232
	Grand Total	1393

S.K. Srivastava
(S.K. SRIVASTAVA)
Pr. Secretary (Services)

SCHEDULE-II
[See rule 7]

S. No.	Grade	Method of Recruitment	Eligibility
1.	Stenographer Grade III (Rs.4000-100-6000)	100% by Direct Recruitment Note: The vacancies caused by the incumbent away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from the officers of the Central /State Governments /Union Territories holding analogous post on regular basis in the parent cadre/ department and possessing the educational and other qualifications prescribed for direct recruits. (The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).	Essential: 12 th pass or equivalent under 10+2 system from a recognized Board/University II) Speed of 80 w.p.m in shorthand and 40 w.p.m in typewriting in English OR 80 w.p.m in Shorthand and 35 w.p.m in typewriting in Hindi. Desirable: Basic knowledge of Computer operations. Age limit: 18-27 years. (Relaxable in case of SCs/STs/OBCs/Ex-Serviceman/PH/Govt. servants, etc., in accordance with the instructions/orders issued by the Central Government from time to time). Note: 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 J&K State, Lahaul & Spiti districts and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

2.	Stenographer Grade II (Rs.5500-175-9000)	100% by Promotion falling which by deputation	<p>A regularly appointed Stenographer Grade III officer with a minimum of 05 years of regular service shall be eligible to be considered for promotion.</p> <p><u>Deputation</u></p> <p>Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:</p> <p>(I) Degree from a recognized University or equivalent.</p> <p>(II) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.</p> <p>(The departmental officers in the feeder category who are in the 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).</p> <p>(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not 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).</p>
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3.	<p>Senior Personal Assistant (Sr. P. A.) Rs. 6500-200-10,500 (On initial appointment)</p> <p>Rs. 8000-275-13500 (on completion of 04 years of regular service, subject to vigilance and integrity clearance)</p>	<p>100% by Promotion, falling which by deputation</p>	<p>A regularly appointed Stenographer Grade II officer with a minimum of 06 years of regular service in the grade shall be eligible to be considered for promotion.</p> <p><u>Deputation:</u></p> <p>Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:</p> <p>(i) Degree from a recognized University or equivalent.</p> <p>(ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.</p> <p>(The departmental officers in the feeder category who are in the 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).</p> <p>(Period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not 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).</p>
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Note I. - An open competitive examination for direct recruitment to the post of Stenographer Grade III shall be conducted by the DSSSB at such interval as the Chief Secretary may, determine from time to time. The dates on which and the places at which the examination is to be held shall be fixed by DSSSB in this regard.

Note II. - The crucial date for determining the eligibility of an officer for promotion shall be the 1st January of the year in which the vacancy has occurred. The Committee shall consider from time to time the cases of officers eligible under rule 6 who have served in the respective grade in accordance with the provisions contained therein after taking into account the actual vacancies at the time of selection and those likely to occur during the year.

Note III. - No candidate shall be appointed to the Stenographer Grade-III unless he/she is declared fit after such medical examination as the Lt. Governor may prescribe and to be free from any mental or physical defect likely to interfere with the discharge of the duties of the Service, unless he/she has already been examined by the competent medical authority at the time of his/her initial appointment and declared fit.

Note IV. - The inclusion of a candidate's name in the approved list(s) shall confer no right to appointment unless the appointing authority is satisfied after such inquiry, as he may consider necessary, that the candidate is suitable in all respects for appointment to the Stenographer Grade-III and an actual offer of appointment is made to the candidate. The cadre controlling authority shall forward the list so prepared to the Chief Secretary for approval before making appointment.

Note V. - Subject to the provisions of these rules, the candidates included in the approved list(s) shall be appointed to the Stenographer Grade-III in the order of merit.


(S.K. SRIVASTAVA)
Pr. Secretary (Services)

SCHEDULE-III
[See rule 7(2)]

S. No.	Grade	Composition of the Departmental Promotion Committee (for considering promotions)
1	Stenographer Grade II	a) Principal Secretary (Home) - Chairman b) Deputy Secretary (Services) - Member c) An officer belonging to SC/ST community in Government of NCT of Delhi in cases where SC/ST candidates are considered - Member
2	Senior Personal Assistant (Senior P. A.)	a) Development Commissioner - Chairman b) Secretary (Services) - Member c) An officer belonging to SC/ST community not below the rank of ADM/Deputy Secretary in Government of NCT of Delhi in cases where SC/ST candidates are considered - Member
3	Stenographer Grade-III	Group 'C' DPC (For considering confirmation of Stenographer Grade III (direct recruits))

Note I. - The absence of a member, other than the Chairman, shall not invalidate the proceedings of the Departmental Promotion Committee if more than half the members, including the Chairman of the Committee, had attended its meeting(s).

Note II. - The departmental promotion committee may be re-constituted by the Lt. Governor from time to time if need be.

S.K. Srivastava
(S.K. SRIVASTAVA)
Pr. Secretary (Services)

