

Form to be filled by the Ministry/Department while forwarding proposal to UPSC proposing amendment to existing recruitment rules

1.	Name of Post	Stenographer
2.	Name of the Ministry/Department	New Delhi Municipal Council, Palika Kendra, Sansad Marg, New Delhi
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	

S.N o.	Name	Provision in the existing/approved Rules	Revised Provision	Reasons for proposing revision
1.	Name of Post	Stenographer	Stenographer	No change in the existing provision.
2.	No. of Posts		(2017]* *Subject to variation dependent on workload	No. of posts increased due to merger of the posts of Junior Stenographs with Stenographers vide Office Order No.SO(E)/7715/SA-III dated 10.2.2015.
3.	Classification	Group 'C' – Ministerial	Group 'C'	In terms of DOP&T's Order

				No.11012/7/2008-Estt.(A) dated the 9 th April, 2009.
4.	Pay Band and Grade Pay/ Pay Scale	Rs.1320-2950	Level-4 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 2 Rs.5200-20200 Grade Pay 2400).	Level inserted as per pay matrix in CCS(RP) Rules, 2016.
5.	Whether Selection post or non-Selection post.	Selection	N.A.	As per para 3.6 of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010.
6.	Age limit for direct recruitment.	N.A.	Between 18 and 25 years	As per para 3.7. of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010.
7.	Educational and other qualification	Matriculation or equivalent from the recognized Board/University	<p>i) Senior Secondary from a recognized University/ Board</p> <p>ii) Speed in shorthand 80 wpm</p> <p>iii) Speed in typing 35 wpm (Eng.) or 30 wpm (Hindi)</p> <p>iv) Knowledge of computer operation</p> <p><u>Desirable</u></p> <p>Computer course recognized by</p>	As per para 3.8.1 of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010.

			All India Council of Tech Education	
8.	Whether age & educational qualification prescribed for direct recruitment will apply in the case of promotion	—	N.A.	
9.	Period of probation, if any.	One year	Two years	As per para 3.10.2 of the guidelines on framing/amendment of the RRs issued by the DoP&T vide their OM No.AB-1401/48/2010-Estt.(RR) dated 31.12.2010.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from amongst Jr. Stenographers	Direct recruitment through Delhi Subordinate Services Selection Board	
11	In case of recruitment by promotion/deputation/absorption on grades from which promotion/deputation/absorption to be made	Jr. Stenographers	N.A.	
12	If a Departmental Promotion Committee exists what is its composition	As constituted from time to time	<u>Departmental Confirmation Committee</u> Secretary, NDMC – Chairperson Director (P) – Member Director (Finance) – Member	In accordance with the guidelines on framing/amendment/relaxation of Recruitment rules issued by DOP&T vide their OM dated 31.12.2010 and dated the 10.5.2013 on framing/amendment of the RRs.

13	Circumstances in which UPSC to be consulted in making recruitment		None	Being Group 'C' post, UPSC is not required to be consulted at any stage in terms of para 3.14 of the DoP&T's guidelines dt. 31.12.2010
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