

No.A-12018/03/2018-Ad.II  
Government of India  
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan,  
New Delhi -110 001, dated: 26<sup>th</sup> March, 2019

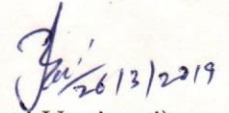
OFFICE MEMORANDUM

Subject: Inviting comments of all stakeholders on the re-designation and draft amended Recruitment Rules of Stenographers Grade posts i.e. Stenographer Grade I and Stenographer Grade II in the subordinate offices of the Ministry of Corporate Affairs- regarding.

The undersigned is directed to refer to the Department of Personnel and Training's OM No. A8.14017/61/2008-Estt. (RR) dated the 13<sup>th</sup> October, 2015 regarding inviting comments of all stakeholders on the draft Recruitment Rules framed/amended by the respective Department/ Ministry.

2. Accordingly, the draft amended Recruitment Rules for the Stenographers Grade posts i.e. Stenographer Grade I and Stenographer Grade II in the subordinate offices of the Ministry of Corporate Affairs are available on Ministry's website with a request to all stakeholders to expedite their comments/ objections or suggestions on the aforesaid draft Rules, in writing and within a period of 30 days from publication of these draft Rules on the website of the MCA, to the Ministry for facilitating further action in the matter.

Encl: As stated



(Ravi Vazirani)

Under Secretary to the Government of India

To:

1. All RDs/ROCs/OLs through Ministry's website.
2. E. Gov. Cell for placing on Ministry's website under 'News and Important updates and 'Employees corner - Recruitment Rules'.

Ministry of Corporate Affairs  
NOTIFICATION

New Delhi, the-----2019

**G.S.R.----(-----).**- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Department of Company Affairs, Subordinate Offices (Stenographer Grade-I), Recruitment Rules, 1992, Stenographer Grade-II and Stenographer Grade-III Recruitment Rules, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules for regulating the method of recruitment to the posts of Stenographer Grade-I and Stenographer Grade-II in the offices of the Regional Directors, Registrar of Companies, Official Liquidator and Registrar of Companies-cum- Official Liquidators of the Ministry of Corporate Affairs, namely —

**1. Short title and commencement-** (1) These rules may be called the Ministry of Corporate Affairs, Stenographers Cadre of Subordinate Offices, Recruitment Rules, 2019.

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

(3) These rules shall apply to the posts specified in the Schedules annexed to these rules.

**2. Initial constitution.**—All the existing posts of Stenographers Grade-II and Stenographer Grade-III as mentioned in the existing recruitment rules are hereby re-designated as Stenographer Grade-I and Stenographer Grade-II, respectively and the services rendered by such persons in the posts before commencement of these rules shall be taken into account as regular service for the purpose of seniority and promotion etc. The seniority of such officers shall be maintained on All India basis and will be fixed as per orders or instructions on seniority issued by the Central Government from time to time.

**3. Number of posts, classification and scale of pay.**—The number of posts, its classification and the scale of pay attached thereto shall be as specified in columns (2) to(4) of the Schedule annexed to these rules.

**4. Method of recruitment, age limit and other qualifications.** — The method of recruitment, to the said posts, age limits, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

**5. 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 so doing, exempt any person from the operation of this rule.

**6. Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or categories of persons.

**7. Saving.**— Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for 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.

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade pay or pay scale	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Stenographer Grade- I	64* (2019) * Subject to variation dependent on work load.	General Central Service, Group 'B' Non Gazetted, Ministerial	Level-6 (Rs 35400-112400)	Selection

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)
Not applicable	Not applicable	Not applicable	Two years

<p>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>In case or recruitment by promotion/deputation/ absorption, grade from which promotion/deputation/ absorption to be made.</p>
<p>(10)</p>	<p>(11)</p>
<p>By promotion, failing which by deputation.</p>	<p><b>PROMOTION:</b>  Stenographer Grade-II in level 4 in the Pay Matrix (Rs.25500-81000) in the offices of Regional Directorates, Registrar of Companies, Official Liquidators and Registrar of Companies-cum-Official Liquidators under the Ministry of Corporate Affairs with ten years of regular service in the grade and having successfully completed mandatory training of 2-4- weeks in shorthand from any institute as may be prescribed by the Administrative Ministry/ Department within a period of two years after appointment.  (i) The above mentioned training and examination shall be conducted by any institute as prescribed by the Administrative Ministry or Department.  <b>Note 1:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying /eligibility service or 2 years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.  <b>Deputation:</b>  <i>Officers holding the post of Stenographer under the Central Government:</i>  (i) analogous posts on regular basis in the parent cadre or department ; or  (ii) with ten years regular service in posts in Level 4 in the Pay Matrix (Rs 25500-81100) or equivalent.  <b>Note 1</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputatnists shall not be eligible for consideration for appointment by promotion.  <b>Note 2:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central/State Governments shall ordinarily not exceed three years.</p>

	The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.
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<b>If a Departmental Promotion Committee exists, what is its composition?</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
<b>(12)</b>	<b>(13)</b>
<b>Group 'B' Departmental Promotion Committee (for considering promotion):</b> 1 Director/Deputy Secretary, Ministry of Corporate Affairs - Chairman 2 Under Secretary, Ministry of Corporate Affairs - Member 3 An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India Member <b>Group 'B' Departmental Confirmation Committee (for considering confirmation) :</b> 1 Director/Deputy Secretary, Ministry of Corporate Affairs - Chairman 2 Under Secretary, Ministry of Corporate Affairs - Member 3 An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India Member	Consultation with Union Public Service Commission not necessary.

Name of post	Number of post	Classification	Pay Band and Grade pay or pay scale	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Stenographer Grade- II	41* (2019) * Subject to variation dependent on work load	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)
<p>Between 18 to 27 years (Relaxable up to 40 years in accordance with instructions or orders issued by the Central Government from time to time.</p> <p>Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.</p>	<p>12<sup>th</sup> class pass or equivalent from a recognized Board or University.</p> <p>(ii) Skill Test Norms only on computers.</p> <p><b>Dictation:</b> 10 minutes @ 80 words per minutes.</p> <p><b>Transcription:</b> 50 minutes in English, 65 minutes in Hindi (on computer)</p>	Not applicable	Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case or recruitment by promotion/deputation/ absorption, grade from which promotion/ deputation/ absorption to be made.
(10)	(11)
<p>Direct recruitment through Staff Selection Commission</p> <p><b>Mandatory training and examination.</b></p> <p>(i) Successful completion of training in shorthand and qualifying of examination as prescribed by the Administrative Ministry or Department within one year.</p> <p>(ii) The above mentioned training and examination shall be conducted by any institute as prescribed by the Administrative Ministry or Department.</p> <p>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 on deputation from the officials of the central Government holding analogous posts or regular basis and possessing the qualification prescribed for direct recruits at Col.7.</p>	Not applicable

If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p><b>Group 'C' Departmental Confirmation Committee (for confirmation) :</b></p> <p>1. Joint Director of the Region - Chairman</p> <p>2. Registrar of Companies/Official Liquidator (JAG) level – Member</p> <p>3. Under Secretary, Ministry of Corporate Affairs – Member</p> <p>4. An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India - Member</p>	<p>Consultation with Union Public Service Commission not necessary.</p>