F.No.A.12018/4/2020-DR-(PT.VI) Government of India Ministry of Health and Family Welfare Department of Health and Family Welfare (Drugs Regulation Section) *****

Dated: 16 August, 2022

NOTICE

This Ministry is examining a proposal for framing of Recruitment Rules for the post of Stenographer Grade II at Central Drugs Testing Laboratory (CDTL), Chennai, Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services, Ministry of Health & Family Welfare. In this regard, draft Recruitment Rules have been prepared, a copy of which is attached.

2. Before finalizing the same, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of this notification on the website of the Ministry of Health and Family Welfare. The comments/objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement before finalizing the Recruitment Rules.

3. The comments may be furnished to undersigned room no.407-A, 'A' Wing, Nirman Bhavan, New Delhi-110011 or may kindly be sent to **drugsdiv-mohfw@gov.in**.

Encl: A/a.

(Dr. Kiran Kumar Karlapu) Deputy Secretary to the Government of India Tele:- 011-23062928

<u>Schedule</u>

| by direct recruitment transfer, grades from which promotion or promotion/ deputation/ transfer to be made. transfer and percentage of the vacancies to be filled by various methods. | Name of post. | Number of post. | Classification. | Level in pay matrix or pay scale. | Whether selection post or non- selection post. | Age-limit for direct recruits. |
|--|--|-----------------|-----------------|---|--|--|
| Grade II Service Group - C -Non Gazetted Ministerial with Pay Scale (Rs. 25500- 81100) Period of probation, if any. 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. (1) 12 th class pass or equivalent from a Recognized Board or University. N.A. Two Years for direct recruitment Dictation : 10 mts. @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) Or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer) If a Departmental Promotion Committee exists, what is its composition. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. Method of by direct recruitment vacancies to be filled by various methods. If a Departmental Promotion. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. | (1) | (2) | (3) | (4) | (5) | (6) |
| Image: Provide the second state of | Stenographer | 1 | General Central | Pay Level - 4 | N.A. | Between 18 and 27 years |
| direct recruits. qualifications prescribed for direct recruits will apply in the case of promotees. (1) 12 th class pass or equivalent from a Recognized Board or University. (ii) Skill Test Norms Dictation : 10 mts. @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) Or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer) Method of recruitment whether or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. direct recruits will apply in the case of promotees. N.A. Two Years for direct recruitment N.A. Two Years for direct recruitment N.A. Two Years for direct recruitment N.A. Two Years for direct recruitment Structure recruitment Service Commission is to be consulted in making recruitment. Service Commission is to be consulted in making recruitment. | Grade II | | -Non Gazetted | (Rs. 25500- | | |
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| Board or University. (ii) Skill Test Norms Dictation : 10 mts. @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) Or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer) Method of In case of recruitment by recruitment whether promotion/ deputation/ by direct recruitment transfer, grades from which or by promotion or promotion/ deputation/ transfer and percentage of the vacancies to be filled by various methods. | | | | | | |
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| recruitment whether promotion/ deputation/ by direct recruitment transfer, grades from which promotion/ deputation/ by deputation/ transfer and percentage of the vacancies to be filled by various methods. | | | | | al Promotion | Circumstances in which Union Public |
| by various methods. | recruitment whether promotion/ deputation/ by direct recruitment transfer, grades from which or by promotion or promotion/ deputation/ by deputation/ transfer to be made. transfer and percentage of the | | | Committee exists, what is its | | Service Commission is to be consulted in |
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| 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 on deputation from the officials of the Central Government holding analogus posts or regular basis and possessing the qualifications prescribed for direct recruit. | | Departmental Promotion Committee for considering confirmation/promotion: 1. Director, CDTL, Chennai – Member 2. Dy. Drugs Controller (I), CDSCO(SZ), Chennai- – Member 3. Group 'A' Officer of an Office/ Laboratory under Director General of Health Services, Ministry of Health and Family WelfareMember | N.A. |
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(Dr. Kiran Kumar Karlapu) Deputy Secretary to the Government of India