

A.12018/05/2022-DRS-Part(VII)  
Government of India  
Ministry of Health and Family Welfare  
Department of Health and Family Welfare  
(Drugs Regulation Section)  
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Dated: 05 August, 2022

**NOTICE**

This Ministry is examining a proposal for amendment of Recruitment Rules for the post of Stenographer Grade-C proposed as Stenographer Grade-I at Central Drugs Testing Laboratory (CDTL), Mumbai, Central Drugs Standard Control Organisation (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.434-C, 'C' Wing, Nirman Bhavan, New Delhi-110011 or may kindly be sent to **drugsdiv-mohfw@gov.in**.

**Encl:A/a.**

  
(Bikash R. Mahato)  
Under Secretary to the Government of India  
Tele:- 011-23061141

**Schedule**

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.
(1)	(2)	(3)	(4)	(5)	(6)
STENOGRAPHER GRADE 'Y'	*01  *1992-Subject to variation depends on workload	General Central Service Group - B -Non Gazetted Non-Ministerial	Pay Level – 6 with Pay Scale (Rs. 35400-112400)	N.A	30 years.  Note1 : Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government.  Note2: 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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep.
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)
<b>Essential: Qualification:</b>  (1) Degree from recognised university or equivalent			Not Applicable		Two years for direct recruitment

(2)Speed in Stenography (i)Shorthand (100/120 words per minute) (ii)Typewriting (40-50 words per minute)			
Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(10)	(11)	(12)	(13)
By Transfer on deputation failing which by direct recruitment.	Transfer on Deputation: Stenographer in the Pay Level – 4 with Pay Level (Rs. 25500-81100) with 5 years regular service in the grade or equivalent working in the government/subordinate office and attached office of government. Note: The period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisation/department of the central Government shall ordinarily not exceed three years.	Group 'B' Departmental Promotion Committee(for promotion/confirmation) :  1.Drugs Controller General (India) -Chairman  2. Director, Central Drugs Testing Laboratory -Member  3. Deputy Director Administration (Drugs)-Member	Not Applicable

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