

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

Public Notice on draft Recruitment Rules for the post of Stenographer in Central Institute of Psychiatry, Ranchi.

In compliance of DoPT's OM No. AB.14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for the post of Stenographer in Central Institute of Psychiatry, Ranchi is annexed.

The stakeholders interested in making any objections/comments or suggestions on the draft Recruitment Rules may do so in writing, within a period of 30 days from the date of publication of draft Recruitment Rules to Sh. Ajaya Kumar KP, Consultant, Ministry of Health and Family Welfare, Room No. 408-A, Nirman Bhawan, Maulana Azad Road, New Delhi – 110108 or e-mail address: ajaya59@gmail.com.



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Government of India
Ministry of Health and Family Welfare

New Delhi, the, 2019.

Notification

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Hospital for Mental Diseases, Ranchi (Recruitment to class III and Class IV posts) Rules, 1959 in so far as it relates to the post of **Stenographers** except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of **Stenographer Grade II** in the Ministry of Health and Family Welfare, Central Institute of Psychiatry, Kanke, Ranchi, namely:-

1. **Short title and commencement.**- (1) These rules may be called the Ministry of Health and Family Welfare, Central Institute of Psychiatry, Kanke, Ranchi, **Stenographer Grade II** (Group 'C' post) Recruitment Rules, 2019.

(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Application.** – These rules shall apply to the posts as specified in column (1) of the schedule annexed to these rules.
3. **Number, classification and level in the pay matrix.**- The number of the said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
4. **Method of recruitment, age-limit, qualifications, etc.**- The method of recruitment to the said post, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

Provided that the upper age limit prescribed for direct recruits may be relaxed in the case of the Scheduled Caste, Scheduled Tribes and other special categories of persons in accordance with the orders of the Central Government issued from time to time.

5. **Disqualifications.**– No person,-
(a) who has entered into or contracted a marriage with any person having a 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, 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.
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, 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.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Stenographer Grade II	2* (2018) * subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level 4 (Rs. 25500 – 81100/-).	Not applicable	18-27 years (Relaxable for Govt. Servants upto 40 years in accordance with instruction issued by the Central Government). Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms Dictation: 10 minutes @ 80 w.p.m. Tanscription : 65 minutes. (Eng.) 75 minutes. (Hindi) (on Manual Typewriter) or 50 minutes. (Eng.) 65 minutes. (Hindi) (On Computer).

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption 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.
(8)	(9)	(10)	(11)	(12)	(13)
Not applicable.	Two years.	<p>Direct recruitment through Staff Selection Commission.</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 basis from officials of Central Government:</p> <p>(a) holding analogous post on regular basis; and</p> <p>(b) possessing the qualifications and experience prescribed for direct recruits under Column (7).</p>	Not applicable.	<p>Group 'C' Departmental confirmation Committee (for considering confirmation) consisting of :</p> <p>(i) Director, Central Institute of Psychiatry, Ranchi – Chairman;</p> <p>(ii) Medical Officer, Central Institute of Psychiatry, Ranchi – Member.</p> <p>(iii) Chief Administrative Officer, Central Institute of Psychiatry, Ranchi –Member.</p>	Not applicable.