

File No. A/3/2023-Admin-I
Govt. of India
Ministry of Tourism
Administration –I


Transport Bhawan
1-Parliament street,
New Delhi-110001,
Date:28.04.2023

Office Memorandum

Subject: -_Inviting comments on proposed amendment in the Recruitment Rules for the post of Senior Stenographer in M/o Tourism regd.

The Ministry of Tourism is in process of amending the existing Recruitment Rules of 1990 for the post of Sr. Stenographer (Pay level-7) in accordance with the instructions of the DoP&T. Accordingly, a draft proposal (Copy-enclosed) for amendment approved by the competent authority is circulated/uploaded on official website of M/o Tourism under section- 'Notices' for inviting the comments/ suggestions.

2. All the Stakeholders are requested to submit their comments/suggestions, if any, to the Under Secretary Admin- I in physical copy or through E-mail adadmin1@nic.in latest by 15.05.2023, so that the same are taken into consideration before the proposed RR's are forwarded to DoP&T & UPSC for their approval & concurrence.


(Rajesh Kumar)
Under Secretary (Admn.)

To

All the Jr. Stenographers in M/o Tourism.

Copy to: Director NIC, M/o Tourism with the request to upload the Draft R/R along with Annexure on the official website of M/o Tourism under section 'Notices'

Encl: -Copy of Draft RR's for post of Sr. Stenographer

(To Be Published, in Part II, Section 3, SUB-Section (i) of the GAZETTE of INDIA)

Government of India
Ministry of Tourism

NOTIFICATION

New Delhi, dated..... the April, 2023

GSR In exercise of the powers conferred by the proviso to article 309 of the Constitution and in suppression of the Department of Tourism (class II posts) Recruitment Rules, 1964 & Department of Tourism (Group B) (Non-Gazetted) post Recruitment(amendment) Rules, 1990 except as respects things done or omitted to be done before such suppression, the President hereby makes the following rules for regulating the method of recruitment to the post of Senior stenographer in the Headquarters offices, Ministry of Tourism namely: -

1.Short title and commencement: ---(1) These rules may be called the Ministry of Tourism Headquarter Senior Stenographer (Group B) Recruitment Rules, 2023.

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

2.Number of posts, classification, and level in pay matrix: - The number of posts, 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 rule.

3.Method of recruitment, age limit, qualification, etc.- The method of recruitment, age-limit qualification other matters relating to said post shall be as specified in columns (5) to (13) of the said Schedule.

4.Disqualification. - No person, -

- (a) who has entered into or contracted a marriage with a 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 other party to the marriage and that there are other grounds for so doing, exempt such person from the operation of this rule.

5.Power to relax. - Where the Central Governmental 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 of any class or category of persons.

6.Saving. - Nothing in these rules shall affect reservation, 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.	Pay Matrix
1.	2.	3.	4.
Sr. Stenographer.	16 (2023).	General Central Service Group "B" Non-Gazetted Non-Ministerial.	Pay Level-7-Pay. Matrix- Rs. 44900-1,42,400

Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
5.	6.	7.
Selection	<p>Between 18 to 32. Years of Age. Relaxable for Govt. Servant in accordance with the instructions or orders issued by Govt. of India).</p> <p>Note. The Crucial date for determining the age limit shall be as fixed by Staff Selection Commission.</p>	<p>(i) 12th class pass or equivalent qualification from a recognized Board or University.</p> <p>(ii) Skill test norms: - Dictation: - 10 mts@100 words per minute in Shorthand English/Hindi and transcription 40 words per minute in typewriting (English) and 55 mts (Hindi).</p> <p>Note: -Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates who are otherwise well qualified.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	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.

8.	9.	10.
No.	<p>Two years for direct recruits. Note. Successful completion of mandatory induction Training for Stenographer from ISTM a pre-requisite for completion of probation.</p>	<p>50% by Direct Recruitment through Staff Selection Commission. (i) 50% of the vacancies by promotion shall be filled in by promotion form amongst Jr. Stenographer M/o Tourism who have rendered not less than 10 years' regular service in the Pay level-4 Matrix Rs. 25,500-81,400, failing which by deputation. Note 1: Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two 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. Note 2. For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 of the date from which the revised pay structure based on the Central Pay Commission recommendation has been extended shall be deemed to be service rendered in</p>

8.	9.	10.
No.	<p>Two years for direct recruits. Note. Successful completion of mandatory induction Training for Stenographer from ISTM a pre-requisite for completion of probation.</p>	<p>50% by Direct Recruitment through Staff Selection Commission. (i) 50% of the vacancies by promotion shall be filled in by promotion form amongst Jr. Stenographer M/o Tourism who have rendered not less than 10 years' regular service in the Pay level-4 Matrix Rs. 25,500-81,400, failing which by deputation. Note 1: Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two 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. Note 2. For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 of the date from which the revised pay structure based on the Central Pay Commission recommendation has been extended shall be deemed to be service rendered in</p>

		<p>the corresponding grade pay or pay scale extended based on the recommendations of that pay commission.</p> <p>Deputation: - Officers holding the post of Stenographer under the Central government or State Government or Public Sector undertaking. (i) holding the analogous post on regular basis (ii) with 10 years' regular service in the Stenographer Grade in Pay Band-1 Rs. Matrix: - 25,500-81400</p> <p>Note 1: - The Department officers in the feeder grade category who are in the direct line of promotion shall not be eligible for considered for appointment on deputation. Similarly, the depositions shall not be eligible for considered for appointment by promotion.</p> <p>Note: - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: - The maximum age limit for appointment by deputation shall not be exceed 56 years as on the closing date of receipt.</p>
In case of recruitment by promotion/deputation/Absorption, grades from	If a Departmental Promotion Committed exists, what is its composition?	Circumstances in which Union Public Service Commission to be

which promotion/ deputation/absorption to be made.		consulted in making recruitment.
11.	12.	13.
(i) 50% of the vacancies for promotion shall be filled in by promotion from amongst Jr. Stenographer M/o Tourism who have rendered not less than ten-year regular service in the Pay level-4 Matrix Rs. 25,500-81,400 failing which by deputation.	<p><i>Departmental confirmation committee</i></p> <p>(1) Additional Secretary/Joint-Secretary (Administration)-Chairman</p> <p>(2) Director/Dy. Secretary Administration-Member</p> <p>(3) Under Secretary (Administration)- Member.</p> <p><i>Departmental promotion committee</i></p> <p>(1) Additional Secretary/Joint-Secretary (Admin)-Chairman</p> <p>(2) Director/Dy. Secretary Administration-Member</p> <p>(3) one Director / Dy. Secretary from another Ministry/department- Member</p>	Consultation with UPSC is necessary for any relaxation or amendment of the Recruitment rules.