

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: 16th 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

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 II	1	General Central Service Group - C -Non Gazetted Ministerial	Pay Level - 4 with Pay Scale (Rs. 25500-81100)	N.A.	Between 18 and 27 years
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)
(i) 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)			N.A.		Two Years for direct recruitment
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)	

<p>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 analogous posts or regular basis and possessing the qualifications prescribed for direct recruit.</p>	<p>N.A.</p>	<p>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 Welfare. -Member</p>	<p>N.A.</p>
---	-------------	--	-------------

[F.No. A.12018/4/2022-DR-(PT.VI)]

((Dr. Kiran Kumar Karlapu)
Deputy Secretary to the Government of India