

No. A-60011/16/2019-ME/Trg.
Government of India
Ministry of Health and Family Welfare
(Department of Health and Family Welfare)
Training Division

Nirman Bhawan, New Delhi-110011
Dated: 9th September, 2020

NOTIFICATION

This Ministry is examining a proposal for amendment to the Recruitment Rules for the existing post of Stenographer Grade-II in All India Institute of Hygiene and Public Health (AIH&PH), Kolkata. In this regard, draft Recruitment Rules have been prepared and approved by the Competent Authority.

2. Before taking up the proposal for amendment to the Recruitment Rules with the DoP&T, UPSC and other agencies for finalizing the Recruitment Rules, comments, if any are invited from all stakeholders in the matter within a period of thirty days from the date of notification in the website of the Ministry of Health and Family Welfare. The objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement.

3. The comments may be furnished to the undersigned in Room No. 503-A, A Wing, Nirman Bhawan, New Delhi-110011 and the soft copy may be sent to kumar.pranav@nic.in.



(Kumar Pranav)

Under Secretary to the Govt. of India
Tel: 011-23061881

[TO BE PUBLISHED IN THE GAZETTE OF INDIA; PART II, SECTION 3, SUB-SECTION (i)]

Government of India
Ministry of Health and Family Welfare

Notification

New Delhi, the, 2020.

G.S.R..... :- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the All India Institute of Hygiene and Public Health, Calcutta (Group C Posts) Recruitment Rules, 1990, in so far as they relate to the post of **Stenographer Grade-III**, 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 post of **Stenographer Grade-II** in the Ministry of Health and Family Welfare, All India Institute of Hygiene and Public Health, Kolkata, namely:-

1. **Short title and commencement.**- (1) These rules may be called the Ministry of Health and Family Welfare, All India Institute of Hygiene and Public Health, Kolkata, **Stenographer Grade-II** (Group 'C' post) Recruitment Rules, 2020.

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

2. **Application.**- These rules shall apply to the post specified in column (1) of the Schedule annexed to these rules.

3. **Number of posts, classification and level in pay matrix.**- The number of the said post, their classification and level in the pay matrix attached thereto , shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age-limit, qualifications, etc.**- The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. **Disqualification.**- 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 and for reasons to be recorded in writing, 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 reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, Other Backward Class 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 or pay scale.	Whether selection post or non-selection post.	Age-limit for direct recruits.	Educational and other qualification required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Stenographer Grade –II.	05(Five)*(2020) *(Subject to variation dependent on workload).	General Central Services Group 'C', Non-Gazetted, Ministerial.	Level-4(Four) in the pay matrix (Rs. 25500-81100).	Not applicable.	Between 18 and 27 years (Relaxable for Govt. servants up to 40 years in accordance with instructions or orders 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 pass or equivalent from a recognized Board or University. (ii) Skill Test Norms on Computer: Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts. (English), 65 mts. (Hindi) Note: 1. Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified. Note: 2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill

						up the vacancy reserved for them.
--	--	--	--	--	--	-----------------------------------

Whether age and educational qualifications prescribed for direct recruitment 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.	In case of recruitment by promotion/deputation/absorption grades from which promotion/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 from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Col. 7</p>	Not applicable.	<p>Group 'C' DPC for confirmation:</p> <ol style="list-style-type: none"> 1. Additional Director, All India Institute of Hygiene and Public Health, Kolkata--- Chairman 2. One Group "A" Officer to be nominated by the Director, All India Institute of Hygiene and Public Health, Kolkata----- Member. 3 Administrative Officer, All India Institute of Hygiene and Public Health, Kolkata--- Member 	Not Applicable.