

Annexure-I

Recruitment Rules (2019) for the post of SENIOR STENOGRAPHER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Stenographer
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2800/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: 10+2 or equivalent from a recognized Board or University. Minimum speed in short hand 100 w.p.m. in Stenography. Desirable: Bachelor's degree. Proficiency in Computer Word Processing and Spread Sheet with advance skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: Yes
9.	Period of probation, if any	1 year for direct recruits only as per NIT Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	i) 50% by Promotion, failing which by deputation (including short term contract) ii) 50% by direct recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion : Stenographer with 5 years regular service with Grade Pay of Rs.2400/- through DPC and working performance record (APAR), through prescribed test and interview.

K. Rajan

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		<u>Deputation (including short term Contract):</u> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/Institute of national importance: a) i) holding analogous post; or ii) 5 years regular service with Grade Pay of Rs.2400/- as Stenographer or its equivalent post. b) Possessing educational qualifications as prescribed in Row 7
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju