

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: BRANCH (III)**  
**B WING, 7<sup>TH</sup> LEVEL, DELHI SECRETARIAT,**  
**NEW DELHI-110002**  
(<http://services.delhigovt.nic.in>)

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F.3(10)/2018.Cadre Restructuring/2016.S.III/35

Dated 07/01/2019

**OFFICE MEMORANDUM**

Sub: Amendment of Government of National Capital Territory of Delhi Stenographers Service Rules – Inviting Comments of Stakeholders on the proposed provisions.

The undersigned is directed to refer to DOPT'S OM No. AB-14017/61/2008-Estt (RR) dated 13.10.2015 on the above mentioned subject and to say that Government of National Capital Territory of Delhi Stenographers Service Rules are in process of amendment as per approval of Hon'ble LG, Delhi. The same is also available on the website of Services Department.

Before the draft amendment in GNCTD Stenographers Services Rules are forwarded to the UPSC for their consideration, all stakeholders are requested to submit their comments, if any, on the proposed amendments within 30 days of issue of this O.M, to the undersigned. In case no comments received within stipulated time period, Services Department will go head with the proposal for amendment of Stenographer Services rules and forward it to UPSC.

  
DEPUTY SECRETARY (SERVICES)

Copy to Section Officer, Services (Coordination) with the direction to upload the aforesaid circular along with enclosures (Draft Service Rules) on the official website of Services Department, GNCT of Delhi.

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**SERVICES DEPARTMENT**

**NOTIFICATION**

Delhi, the .....

No.F.3(10)/2018/S-III/.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution read with the Government of India, Ministry of Home Affairs, Notification No.F.27/59-Him (i) dated the 13<sup>th</sup> July, 1959 and all other powers enabling him in this behalf, the Lt. Governor of the National Capital Territory of Delhi is pleased to make the following rules, namely:-

**1. Short title and commencement-**

- (i) These rules may be called "The Government of National Capital Territory of Delhi Stenographers Service (Second Amendment) Rules, 2018."
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Amendment in nomenclature of posts:**

Amendment in the "The Government of National Capital Territory of Delhi Stenographers Service Rules, 2008" (herein-after called "the said Rules") in respect of nomenclature of the posts:

In "the said rules" under Rule 2 'Definitions' (a); Rule 3 (3); Rule 8 (f); Rule 9 (1); Rule 10; and Schedule-III, the nomenclature of posts stand changed and shall henceforth be substituted as under:

| Existing nomenclature of posts | Shall be read as under |
|--------------------------------|------------------------|
| Stenographer Grade-III         | Stenographer           |
| Steno Grade-II                 | Personal Assistant     |
| Sr. PA                         | Private Secretary      |

**3. Amendment of Rule 2**

In Rule 2 of "the said Rules" the following shall be inserted:

- (q) "Limited Departmental Competitive Examination" (herein-after called "LDCE"), in respect of any grade of the service, means a competitive examination held by any recruiting agency, as decided by the Chief Secretary, to select candidates for that grade from amongst the respective feeder grades;

**4. Amendment of Rule 7**

In sub Rule 2 of Rule 7 of "the said Rules" for existing clause the following shall be substituted:

- (a) All vacancies in Principal Private Secretary shall be filled in consultation with the Commission by Promotion by selection on the basis of the recommendation of the Departmental Promotion Committee from amongst eligible officers holding the post of Private Secretary having 6 years regular service in the grade failing which by deputation in consultation with the Commission from amongst following:  
Officers of the Central / State Governments / Union Territories, holding analogous posts, and possessing:

- (i) Degree from a recognized University or Institution.
- (ii) Speed of 100 w.p.m., in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

Further, the promotion to the post of Principal Private Secretary will be considered only after the officers undergo and complete the mandatory in-service training of 2 weeks to be organized by UTCS.

- (b) 85% from Private Secretary Grade shall be filled by promotion by selection on the basis of recommendation of the Departmental Promotion Committee from amongst the eligible officers holding the post of Personal Assistant having 5 years regular service in the grade, failing which by deputation in consultation with the Commission from amongst following:

Officers of the Central / State Governments / Union Territories, holding analogous posts, and possessing:

- (i) Degree from a recognized University or Institution.
- (ii) Speed of 100 w.p.m., in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

Further, 15% from Private Secretary grade to be filled up through LDCE from Personal Assistant and the residency period for promotion through LDCE will be (03) years of regular service in the grade.

- (c) 85% from Personal Assistant Grade shall be filled by promotion by selection on the basis of recommendation of the Departmental Promotion Committee from amongst the eligible officers holding the post of Stenographer having 10 years regular service in the grade, failing which by deputation in consultation with the Commission from amongst following:  
Officers of the Central / State Governments / Union Territories, holding analogous posts, and possessing:

- (i) Degree from a recognized University or Institution.
- (ii) Speed of 100 w.p.m., in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

Further, 15% from Personal Assistant grade to be filled up through LDCE from Stenographer and the residency period for promotion through LDCE will be (05) years of regular service in the grade.

- (d) All vacancies in Stenographer grade shall be filled in by direct recruitment on the basis of open competitive examinations to be conducted by the Board or in such a manner as may be specified by the Chief Secretary from time to time.

- (e) If any officer appointed to any grade of the Service is considered for the purpose of promotion to higher post, his senior would also be considered, provided that he is 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 has successfully completed the probation period for promotion to the next higher grade along with the juniors who have already completed such qualifying or eligibility service.

Note- The eligibility list for promotion shall be prepared with reference to the date of completion of the qualifying service in the respective grade or post.



## 5. Amendment of Schedule-I

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### **SCHEDULE-I** **[See rule 4 (1)]**

Classification, scale of pay and number of duty posts in the different grades of the Government of NCT of Delhi Stenographer Service shall be as under:

| Part A  |   |  |
|---|---|--|
| Grades and sanctioned strength of the Service |   |  |
| (a)   | Grades of the Service   | Scale of pay (In Pay Matrix)   |
| 1.  | Principal Private Secretary (Group "A" Gazetted, Non-Ministerial) | Level 11: Rs.67700-208700  |
| 2.  | Private Secretary (Group "B" Gazetted, Non-Ministerial)           | Level 8: Rs.47600-151100 (on initial appointment)<br>Level 10: Rs.56100-177500 (On completion of 4 years of regular service in the grade subject to vigilance clearance)   |
| 3.  | Personal Assistant (Group "B" Non-Gazetted, Non-Ministerial)      | Level 7: Rs.44900-142400   |
| 4.  | Stenographer (Group "C" Non-Gazetted, Non-Ministerial)            | Level 4: Rs.25500-81100<br>Non-functional Selection Grade:<br>Level-6:<br>Rs. 35400-112400, on completion of 5 years regular service in the grade subject to the condition that the total number in the grade will be restricted to 30 % of the sanctioned strength and recommendations of the duly constituted internal committee |
| (b)   | Sanctioned Strength   |  |
| 1.  | Principal Private Secretary                                       | 70   |
| 2.  | Private Secretary   | 293  |
| 3.  | Personal Assistant  | 422  |
| 4.  | Stenographer  | 467  |
| 5.  | Leave and Deputation Reserves                                     | 125  |
|   | <b>Total:</b>   | <b>1377</b>  |

## 6. Amendment in Schedule-II

### **SCHEDULE-II** **[See Rule 7]**

In the existing Schedule-II the following shall be substituted

| S. No. | Grade  | Method of Recruitment  | Eligibility  |
|--------|--|--|--|
| (1)    | (2)  | (3)  | (4)  |
| 1.     | Stenographer<br><br>Level 4:<br>Rs.25500-81100<br><br>Non-functional Selection | 100% by Direct Recruitment<br><br>The vacancies caused by the incumbent away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be | Essential: 12 <sup>th</sup> Pass or equivalent under 10+2 system from a recognized Board/University (ii) Speed of 80 w.p.m. in shorthand and 40 w.p.m. in typewriting in English; OR<br>80w.p.m. in shorthand and 35 w.p.m. in typewriting in Hindi. |

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|    | <p>Grade:<br/>Level-6:<br/>Rs. 35400-112400, on completion of 5 years regular service in the grade subject to the condition that the total number in the grade will be restricted to 30 % of the sanctioned strength and recommendations of the duly constituted internal committee.</p> | <p>filled on deputation basis from the officers of the Central/State Governments/Union Territories holding analogous post on regular basis in the parent cadre/ department and possessing the educational and other qualification prescribed for direct recruits. (The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)</p>   | <p>Desirable: Basic knowledge of Computer operations.<br/>Age limit: 18-27 years.<br/>(Relaxable in case of SCs/ STs/OBCs/Ex Serviceman/ PH/Govt. servants, etc., in accordance with the instructions/orders issued by the Central Government from time to time).<br/>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahaul and Spiti districts and Pangri Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p> <p>Candidates who opt to take the stenography test in Hindi will be required to learn English Stenography and vice versa after their initial appointment during the period of probation and pass the examination/test conducted by the Services Department and/or by an institute authorized by the Services Department in this regard, failing which their probation shall not be cleared by appointing departments or authority. Candidates have to work as English/Hindi stenographers as per the functional requirement of the user office irrespective of the medium of the skill test of the candidate during the examination.</p> |
| 2. | <p>Personal Assistant<br/><br/>Level 7:<br/>Rs.44900-142400</p>  | <p>85% from Personal Assistant Grade shall be filled by promotion by selection on the basis of recommendation of the Departmental Promotion Committee from amongst the eligible officers holding the post of Stenographer having 10 years regular service in the grade, failing which by deputation in consultation with the Commission from amongst following:</p> <p>Officers of the Central / State Governments / Union Territories, holding analogous posts, and possessing:</p> <p>Degree from a recognized University or Institution.</p> | <p>A regularly appointed Stenographer with minimum of 10 years of regular service shall be eligible to be considered for promotion.</p> <p>Deputation:</p> <p>Officers of the Central/ State Government/Union Territories, holding analogous posts on regular basis or a Stenographer having 10 years of regular service in Level-4 Rs.25,500-81,100/-.</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.)</p>   |



|    |   |   |   |
|----|---|---|---|
|    |   | <p>Speed of 100 w.p.m., in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.</p> <p>Further, 15% from Personal Assistant will be filled up through LDCE from Stenographer and the residency period for promotion through LDCE will be (05) years of regular service in the grade.</p>  | <p>(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization / department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p>   |
| 3. | <p>Private Secretary</p> <p>Level 8:<br/>Rs.47600-151100 (on initial appointment)<br/>Level 10:<br/>Rs.56100-177500 (On completion of 4 years of regular service in the grade subject to vigilance clearance)</p> | <p>85% from Private Secretary Grade shall be filled by promotion by selection on the basis of recommendation of the Departmental Promotion Committee from amongst the eligible officers holding the post of Personal Assistant having 5 years regular service in the grade, failing which by deputation in consultation with the Commission from amongst following:</p> <p>Officers of the Central / State Governments / Union Territories, holding analogous posts, and possessing:</p> <p>Degree from a recognized University or Institution.</p> <p>Speed of 100 w.p.m., in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.</p> <p>Further, 15% of sanctioned posts of Private Secretary to be filled up through LDCE from Personal Assistant and the residency period for promotion through LDCE will be (03) years of regular service in the grade.</p> | <p>A regularly appointed Personal Assistant with minimum of 05 years of regular service in the grade shall be eligible to be considered for promotion.</p> <p>Deputation:</p> <p>Officers of the Central/State Government/Union Territories, holding analogous posts or a Personal Assistant having 05 years of regular service in Level 7 Rs.44,900-1,42,400/.</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.)</p> <p>(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization / department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p> |
| 4. | <p>Principal Private Secretary</p> <p>Level 11:<br/>Rs.67700-208700</p>   | <p>100 % by Promotion failing which by deputation</p> <p>All vacancies in Principal Private Secretary shall be filled in consultation with the Commission by the Promotion by selection on the basis of the recommendation of the Departmental Promotion Committee from amongst eligible officers holding the posts of Private Secretary having 6 years regular service in the grade failing</p>  | <p>A regularly appointed Private Secretary with minimum of 06 years of regular service shall be eligible to be considered for promotion.</p> <p>Further, the promotion to the post of Principal Private Secretary will be considered only after the officers undergo and complete the mandatory in service training of 2 weeks to be organized by UTCS.</p>   |

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|  | <p>which by deputation in consultation with the Commission from amongst following:</p> <p>Officers of the Central / State Governments / Union Territories, holding analogous posts, and possessing:</p> <p>Degree from a recognized University or Institution.</p> <p>Speed of 100 w.p.m., in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.</p> |  |
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Note I.-An open competitive examination for direct recruitment to the post of Stenographer Grade shall be conducted by the DSSSB at such interval as the Competent Authority may, determine from time to time. The dates on which and the places at which the examination is to be held shall be fixed by DSSSB in this regard.

Note II.- The crucial date for determining the eligibility of an officer for promotion shall be the 1<sup>st</sup> January of the year in which the vacancy has occurred. The Committee shall consider from time to time the cases of officers eligible under rule 6 who have served in the respective grade in accordance with the provisions contained therein after taking into account the actual vacancies at the time of selection and those likely to occur during the year.

Note III.- No candidate shall be appointed to the post of Stenographer unless he/she is declared fit after such medical examination as the Lt. Governor may prescribe and to be free from any mental or physical defect likely to interfere with the discharge of the duties of the Service, unless he/she has already been examined by the competent medical authority at the time of his/her initial appointment and declared fit.

Note IV.- The inclusion of a candidate's name in the approved list(s) shall confer no right to appointment unless the appointing authority is satisfied after such inquiry, as he may consider necessary, that the candidate is suitable in all respects for appointment to the post of Stenographer and an actual offer of appointment is made to the candidate. The cadre controlling authority shall forward the list so prepared to the Chief Secretary for approval before making appointment.

Note V.-Subject to the provisions of these rules, the candidates included in the approved list(s) shall be appointed to the post of Stenographer in the order of merit.

Note VI.-The Limited Departmental Examination for recruitment to the post of Personal Assistant and Private Secretary Grade shall be conducted by any recruiting agency, as decided by the Chief Secretary, to select candidates for that grade from amongst the respective feeder grades.

Note VII.- If sufficient number of candidates are not available for filling up the vacancies in Private Secretary and Personal Assistant Grade in any recruitment

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year, either by promotion or by LDCE, the unfilled vacancies shall be carried forward and added to the number of vacancies of the same mode of recruitment to be filled in the next recruitment year.

Provided further that no such unfilled vacancies shall be carried forward for more than two recruitment years, beyond the year to which the recruitment relates, where after the vacancies if any, still remaining unfilled belonging to promotion/LDCE shall be transferred as additional vacancies for the other mode of recruitment viz. promotion/LDCE.

**By Order and in the name of the Lt. Governor  
of the National Capital Territory of Delhi.**

**RANJEET SINGH, ADDITIONAL SECRETARY**