

ANNEXURE – I

APPOINTMENT RULES FOR: STENOGRAPHER GRADE I

IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

TRADE MARKS & GEOGRAPHICAL INDICATIONS REGISTRY UNDER CONTROL OF DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

Name of the post	Number of post	Classification	Level in the Pay Matrix	Whether selection or Non – selection post	Age limit for direct recruits
1	2	3	4	5	6
Stenographer Grade I	*10 (2018) * Subject to variation dependent of workload	General Central Service Group 'B' Non-Gazetted Ministerial	Level – 6 in Pay Matrix	Selection	Not exceeding 30 years (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time). Note: - The crucial date for determining the age limit shall be fixed by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualification 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 vacancy to be filled by various methods
7	8	9	10
(i) Bachelor's degree or equivalent from a recognized Board or University (ii) Skill test norms: Dictation: 10 minutes @ 100 w. p. m. and Transcription: 40 minutes (English) 55 minutes (Hindi) on Computer	Not applicable	Two years	Promotion failing which by deputation failing both by direct recruitment.

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.
11	12	13
<p>PROMOTION:</p> <p>Stenographer Grade II in Trade Marks and Geographical Indications Registry with Ten years service in the grade rendered after appointment thereto on a regular basis.</p> <p>DEPUTATION:</p> <p>Officers holding the post of Stenographer under the Central Government (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the Level – 4 in Pay Matrix or equivalent.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisation or 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> <p>Note 3: For the purpose of appointment on deputation the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding pay matrix extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>Group ‘B’ Departmental Promotion Committee for promotion and confirmation consists of: -</p> <p>01. Senior Joint Registrar / Joint Registrar / Deputy Registrar of Trade Marks & Geographical Indications – Chairman</p> <p>02. Assistant Registrar / Senior Examiner / Examiner of Trade Marks & Geographical Indications – Member</p> <p>03. Deputy Controller / Assistant Controller of Patents and Designs – Member</p> <p>Note: In case of designated officers are not available in Trade Marks & GI Registry, Corresponding officers from Patent Office may be considered for constitution of DPC.</p>	<p>Not applicable.</p>