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No. 2348/RR/Steno-II/DQAN/Pers

26 Jun 24

MINISTRY OF DEFENCE (DGQA)
DTE OF QUALITY ASSURANCE (NAVAL)

UPLOADATION OF DRAFT RRs OF STENOGRAPHER GRADE - III ON
DEPARTMENT WEBSITE

1. The Recruitment Rules for the post of Stenographer Grade - III of DQA(N) cadre are forwarded herewith (copy encl).
2. It is requested to upload the draft RRs for the said post on department website for 30 days, seeking comments of the stakeholders. The comments received in this regard may be forwarded to this office after expiry of the said period for further necessary action at this end.

Encl : As stated.

SDCC/DGQA(HQ)

All Tech Directorates


(Mohan Singh Bisht)
Asst Director(Pers)

- All Estts are requested to forward suggestion, if any, to be considered in framing of the RR for the said post.

(TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 4)

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
(DEPARTMENT OF DEFENCE PRODUCTION)
[DIRECTORATE OF QUALITY ASSURANCE (NAVAL)]

NOTIFICATION

New Delhi, the _____, 2024

S.R.O. -In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Defence, Department of Defence Production, Directorate of Quality Assurance (Naval), Stenographer Grade-III, Group 'C' ,Posts Recruitment Rules, 2011 and Ministry of Defence, Department of Defence Production, Directorate of Quality Assurance (Naval), 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-III, in the Department of Defence Production, Directorate of Quality Assurance (Naval), namely:-

1. **Short title and commencement.**-(a) These rules may be called the Ministry of Defence, Department of Defence Production, Directorate of Quality Assurance (Naval), (Stenographer Grade-II), Group 'C' Post Recruitment Rules, 2024.

(b) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of post, classification and level in the pay matrix.**- The number of said post, its classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age limit, other qualifications, etc.**-The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualification.**- No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living;

or

(b) who, having a spouse living, has entered into or contracted marriage with any person,

shall be eligible for appointment to any of the said posts:

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.

5. **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.

6. **Saving.-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Economically Weaker Section, Ex-servicemen 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 (1)	Number of Posts (2)	Classification (3)	Level in pay matrix (4)
Stenographer Grade-II	20* (2024) * Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted/ Ministerial.	Level-4 (Rs.25500-81100)";

Whether selection-post or non- selection post (5)	Age limit for direct recruitment. (6)	Educational and other qualifications required for direct recruits (7)
Not-applicable	Between 18-27 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government). Note: 1. The crucial date for determining age limit shall be as advertised by the Staff Selection Commission.	(i) 12 th pass or equivalent from a recognised Board or University. (ii) Skill Test Norms: Dictation- 10 mts @ 80 w.p.m. Transcription – 50mts(English.), 65mts(Hindi) (on Computer)

Whether age and Educational qualifications 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 the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made
(8)	(9)	(10)	(11)
Not applicable	Two years	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 on regular basis and possessing the qualifications prescribed for direct recruits at Col. 7	Not applicable

If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
Group 'C' Departmental Promotion Committee (for considering promotion or confirmation or removal from probation) consisting of:- 1. Director, Directorate of Quality Assurance (Naval) – Chairman, 2. Joint Director (Personnel), Directorate of Quality Assurance (Naval) – Member 3. Deputy Director (Personnel), Directorate of Quality Assurance (Naval) – Member, 4. Deputy Director, Directorate of Quality Assurance (Warship Project)– Member .	Not applicable

(Ritu Sharma)

Under Secretary to the Government of India

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