

**F. No. A-12018/01/2023-Estt (RR) (137715)**

Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agriculture and Farmers Welfare  
Directorate of Marketing & Inspection  
Branch Head Office  
New Secretariat Building, Civil Lines

Nagpur-440001  
Dated: 14.02.2024

**NOTICE**

**Subject: Inviting comments on the proposed Recruitment Rules to the post of Stenographer Grade -II, Level 4 in pay matrix**

The Directorate of Marketing and Inspection, Branch Head Office, Nagpur proposes to frame/amend Recruitment Rules (RRs) to the post of Stenographer Grade-II, Level 4 in pay Matrix.

2. The Draft Notification and Schedule is uploaded to the website of the DMI for comments on the proposed Notification and Schedule of Recruitment Rules from all stake holders in the following format :

Serial No./Column No of the proposed Notification/Schedule of RRs t the post of Stenographer Grade II, Leve 4	Comments

3. The comments as per the above format should reach by e-mail/speed post to Brach Head Office, Nagpur latest by 22.03.2024

Dy. Agricultural Marketing Adviser  
In-Charge, DMI, BHO, Nagpur  
**e-mail-dmibhongp-dac@nic.in**

# Notification

1. **Short title and commencement.** -- (1) These rules may be called the Directorate of Marketing & Inspection General Central Service, Group C, Non-Gazetted, Ministerial, Erstwhile Stenographer Grade II, Recruitment Rules, 2023.  
(2) They shall come into force on the date of their publication in the Official Gazetted.
2. **Application.**-- These rules shall apply to the posts as specified in column (1) of the Schedule annexed to these rules
3. **Number of posts, classification and scale of pay.** -- The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the aforesaid Schedule.
4. **Method of recruitment, age limit, qualifications, etc.**-- The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the aforesaid Schedule.
5. **Suitability for Persons with Disabilities (Divyangjan)**- The post of Junior Chemist is identified as SUITABLE for persons with disabilities with following disabilities —
  - a. Locomotor Disability (OA, OL, OAL, BL), CP, LC, Dw, AAV and MDY.
  - b. B, LV
  - c. HH
  - d. ASD(M), SLD, MI
  - e. Multiple Disabilities from amongst (a) to (d) above.

Abbreviations Used above : OA-One Arm, OL-One Leg, OAL-One Arm and One Leg, BL-Both Leg, CP-Cerebral Palsy, LC-Ceprosy Cured, Dw-Dwarfism, AAV- Acid Attack Victims, MDY-Muscular Dystrophy, B-Blind, LV-Low Vision, HH-Hard of Hearing, ASD(M)-Autism Spectrum Disordr (Mild), SLD- Specific Learning Disability, MI-Mental Illness.

6. **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 a marriage with any person, shall be eligible for appointment to any of 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 other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
7. **Power of Relax.**-- Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or posts.
8. **Saving.**-- Nothing in these rules shall effect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward Classes, Ex-serviceman 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	Whether selection post or non-selection post	Age limit of direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
Stenographer Grade II	8*(2012) *subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted, Ministerial	Level 4 in the pay Matrix.	Not Applicable	18-27 years (Relaxable for Government 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

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply for direct recruits will apply in the case of promotees	Period of probation; if any
(7)	(8)	(9)
(i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. (ii) Skill Test norms <b>Dictation</b> : 10 minutes at the rate of 80 words per minute <b>Transcription</b> : 50 minutes (English), 65 minutes (Hindi) (On Computer).	Not Applicable	Two years Note : There will be a mandatory induction training of two weeks duration. Successful completion of the training will be a pre-requisite for completion of probation

<b>Method of Recruitment:</b> Whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion deputation absorption, grades from which promotion/deputation absorption to be made
(10)	(11)
Direct recruitment through Staff Selection Commission <b>Note</b> :- 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 column (8)	Not Applicable

If Departmental Promotion Committee exists, which is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
Group 'C' Departmental Confirmation Committee (for considering confirmation): Director (Administration), DMI, Faridabad - Chairman Under Secretary (Admin) DMI, Faridabad- Member Under Secretary (Marketing), New Delhi- Member Dy. AMA, BHO, Nagpur- Member	Staff Selection Commission to be consulted for direct recruitment.