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MINISTRY OF HOME AFFAIRS
(NARCOTICS CONTROL BUREAU)

NOTIFICATION

New Delhi, the 10th December, 2019

G.S.R. 932(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Home Affairs (Narcotics Control Bureau) Group 'C' and Group 'D' posts, Recruitment Rules, 2007, insofar as they relate to the post of Stenographer Grade III 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-II in the Narcotics Control Bureau under the Ministry of Home Affairs, namely:-

1. Short title and commencement.— (1) These rules may be called the Ministry of Home Affairs, Narcotics Control Bureau (Stenographer Grade-II) Recruitment Rules, 2019.

(2) 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 post, its classification and the 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 and qualifications, etc.— The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid 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 a marriage with any person,

shall be eligible for appointment to 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 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 reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the 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	Number of posts	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-II.	15*(2019) *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Ministerial.	Level 4 in the pay matrix Rs. 25500-81100/-	Not applicable.	Between 18 to 27 years. (Relaxable for Government servants up to forty years in accordance with the 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 qualifications prescribed for direct recruits will apply in the case of promotees	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 up by various methods
(7)	(8)	(9)	(10)
(i) 12 th class pass or equivalent from a recognised Board or University. (ii) Skill Test Norms: Dictation: 10 minutes @ 80 words per minute. Transcription: 50 minutes (English), 65 minutes (Hindi) on Computer	Not applicable	Two years	By 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 column (7).

In case of recruitment by promotion or deputation-absorption, grades from which promotion or deputation-absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(11)	(12)	(13)
Not applicable	Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of : (1) Deputy Director (Administration)–Chairperson; (2) Assistant Director, Narcotics Control Bureau–Member; (3) An officer of the level of Under Secretary from any department other than Narcotics Control Bureau of the Ministry of Home Affairs– Member.	Not applicable.

[F. No. I-12014/36/2017-NCB-II]

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