

**MINISTRY OF FINANCE**  
(Department of Expenditure)  
(Controller General of Accounts)

**NOTIFICATION**

New Delhi, the 8th August, 2001

**G.S.R. 589(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Central Civil Accounts Service (Group "C") Recruitment rules 1978, in so far as they relate to the post of Stenographer Grade I, except as respect 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 I of the Central Civil Accounts Service, namely :—

**1. Short title and commencement.**—(1) These rules may be called the Central Civil Accounts Service (Stenographer Grade I) Recruitment Rules, 2001.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of pay.**—The number of the said posts, their classification and the scales of pay 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 other qualifications etc.**—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the said schedule.

**4. Liability for service in any part of India :—**The Stenographers Grade I shall be liable to serve in any part of India and may be transferred from one Ministry/Department to another Ministry/Department. The transfers of Stenographers in such cases shall not affect his/her seniority in his/her grade.

**5. 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 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 there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax.**—Where the Central Government is of the 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.

**7. Saving.**—Nothing in these rules shall affect, reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-serviceman, Other Backward Classes, 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	Scale of pay	Whether selection by merit or selection-cum-seniority or non-selection post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruitis
1	2	3	4	5	6	7
Stenographer Grade I	32* (2000) *Subject to variation dependent on workload.	General Central Service Group B Non-Gazetted Ministerial	Rs. 5500-175-9000	Non-Selection	Not applicable	Not applicable

Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)	(8)
Not applicable	18 to 27 years (relaxable for Government Servants up to 35 years in accordance with the instructions or orders issued by the Central Government). <b>Note :—</b> The crucial date for determining the age limit shall be as advertised by the Government.	(a) Matriculation or equivalent : (b) A speed of 80 words per minute in stenography (English or Hindi)
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Periods of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods
(9)	(10)	(11)
Not applicable	Two years	Direct recruitment through Staff Selection Commission. <b>Note :—</b> Vacancies caused by incumbent being away on transfer on deputation or long illness or study leave or other circumstances for a duration of one year or more may be filled up on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits in Column 8.
In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/transfer to be made	If a Departmental Promotion Committee exists, what is its composition thereof	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)	(14)
Not applicable	Departmental Promotion Committee to consider probation period comprising of :—  (i) Controller of Accounts —Chairman (ii) Deputy Controller of Accounts. —Member (iii) Senior Accounts Officer/Pay and Accounts Officer —Member  <b>Note :—</b> If there is no Deputy Controller of Accounts the member may be substituted by a Senior Accounts Officer/Pay and Accounts Officer.	Not applicable

(1)	(2)	(3)	(4)	(5)
Stenographer Grade II	63* (2000)	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 5000-150-8000	Non selection
<p>*Note:-(a) Sanctioned strength of each Ministry/Department forms a separate cadre as shown in the Annexure. (b) The number of posts is subject to variation depending on workload.</p>				
(6)	(7)	(8)		
Not applicable	Not applicable	Not applicable		
(9)	(10)	(11)		
Not applicable	Not applicable	By promotion		
(12)	(13)	(14)		
Promotion on the basis of seniority cum-fitness from the Stenographers Grade-III in the pay scale of Rs.4000-100-6000 with five years regular service in the grade and having qualified Stenography test with a speed of 100 words per minute conducted by the Staff Selection Commission.	Departmental Promotion Committee comprising of :— (i) Controller of Accounts (ii) Deputy Controller of Accounts. (iii) Senior Accounts Officer/Pay and Accounts Officer. Note :-If there is no Deputy Controller of Accounts the member may be substituted by a Senior Accounts Officer/Pay and Accounts Officer.	---Chairman —Member —Member	Not applicable	

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U.K. MAITRA, Joint. Controller General of Accounts

## ANNEXURE

*See note 2 to column 2 of Schedule*

Posts of Stenographers in Central Civil Accounts Service Cadre in various  
Ministries/Departments

Sr. No.	Ministry/Department	Number of posts of Stenographers Grade-III, II & I
1	2	3
1.	Agriculture	7
2.	Central Board of Direct Taxes	12
3.	Central Board of Excise & Customs	7
4.	Chemicals & Fertilizers	1
5.	Civil Aviation & Tourism	2
6.	Coal	2
7.	Commerce	2

1	2	3
8.	Central Pension Accounting Office	3
9.	Environment & Forest	1
10.	Information Technology	2
11.	External Affairs	3
12.	Finance	5
13.	Consumer Affairs and Public Distribution	4
14.	Food Processing Industries	1
15.	Home Affairs	11
16.	Health & Family Affairs	16
17.	Human Resources Development	3
18.	Industry	2
19.	Information & Broadcasting	5
20.	Labour	3
21.	Law, Justice and Company Affairs	7
22.	Non-Conventional Energy Sources	1
23.	Petroleum & Natural Gas	0
24.	Personnel, Public Grievances & Pension	2
25.	Planning, Statistics & Programme Implementation	2
26.	Power	7
27.	Rural Development	2
28.	Science & Technology	3
29.	Steel	1
30.	Mines	2
31.	Supply	12
32.	Surface Transport	4
33.	Urban Development	18
34.	Water Resources	5
35.	Social, Justice and Empowerment	0
TOTAL		158