

Sl. No - 17

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Annex - XXII

RECRUITMENT RULES FOR THE POST OF STENOGRAPHERS/PERSONAL ASSISTANT/STENO-TYPISTS IN GOVERNMENT DEPARTMENTS OTHER THAN ASSEMBLY SECRETARIAT, HIGH COURT, SUB-JUDICE COURT & MUNICIPAL CANT.

Designation of Post	No. of Post	Classification	Scale of pay	Whether selection post or non-selection post.	Age for direct recruitment	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7
Stenographers/Personal Asst./Steno-Typists	All posts of stenographers/Personal Assistant/ Steno-Typists under the Govt. of Manipal other than Assembly Secretariat, High Court, Sub-Judice Court & Municipal Court.	General Civil Service Class-III (Non-Exempted)	1) Rs. 20-15 for those who have not passed 80 words test in English shorthand. ii) Rs. 20-16-35-15-35-25 for those who possess speed of 80 words per minute in shorthand. iii) Rs. 20-18-60-25-20-25/- (for those who have passed the Intermediate or three years Degree Course Part of Examination & have shorthand speed of 120 words per minute.	Rel.	Minimum 18 yrs maximum 30 yrs. For eye limit is relaxable for 5 yrs. & by 6 yrs for the Govt. servants who have put in a continuous service of not less than 3 yrs under Govt. of Manipal and upper age limit is relaxable for Insurrection and re-franchised persons according to Govt's instructions issued from time to time.	1. All candidates should come through the employment Exchange except those already in service. 2. For (i) in shorthand dictation or equivalent with shorthand (English) word below 80 words per minute and not below 80 words per minute and typing (in shorthand) not less than 30 words per minute. For M/A candidates the minimum dictating speed will be 60 words per minute in shorthand (Eng.) and 20 words per minute in typing (Hindi). 3. For (ii) in shorthand dictation or equivalent with shorthand (English) word below 80 words per minute and typing (in shorthand) not less than 40 words per minute. Relaxable at 10 to 20 words per minute in case of M/A candidate in typing. 4. For (iii) in shorthand dictation or equivalent with shorthand (English) word below 80 words per minute and typing (in shorthand) not less than 40 words per minute. Relaxable at 10 to 20 words per minute in case of M/A candidate in typing.

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Whether age and educational qualifications prescribed for the direct recruitments will apply in the case of promotions.

Period of Probation if any.

Method of recruitment: whether recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various method.

5. Candidates should qualify in the recruitment Examination to be conducted by the Head of Department/Association/Institution concerned in the following subjects. Class IV employees need not, however come through the lowest stage.

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2 yrs after which confirmation and drawing of 2nd increment will be subject to having successfully qualified in the departmental test in Office Procedure. Confirmation should be done departmental-wise and not cadre-wise.

Subject	Full Marks	Minimum Qualify	Time allowed
a) English Essay precise writing	50	30%	1 1/2 Hours.
b) General English	50	30%	1 1/2 Hours.
c) General Knowledge	50	30%	1 1/2 Hours.

Selection of candidates for appointment should be in order of merit based on the above minimum test except in respect of reserved vacancies. Selection of candidates is subject to the fulfillment of the conditions laid down in the Director's orders and Instructions relating to Employment/Recruitment as in revision) and, that is subject to the time to time and other rules, regulations and instructions applicable in regard to direct recruitment.

6. Educational and another qualifications relaxable in respect of physically handicapped persons according to Govt. instructions issued from time to time.

7. The limited qualification form has been sent for the purpose in item (a) - it will be conducted by the railway public service board. The scheme of exam is contained in the rules appended thereto.