



संख्या/No.: भा.व.स./BSI – 69/4/2019-Estt.

दिनांक/Date: 17/11/2021

MEMORANDUM

In pursuance of the MoEF&CC's letter vide F. No. 01/11/2021-CSB dated 14th November, 2022 instructing therein to place the draft Recruitment Rule for the post of Stenographer Grade-I in BSI on the website of Botanical Survey of India (in terms of DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015), it is hereby uploaded on the official website of BSI (www.bsi.gov.in) for inviting comments, if any, on the issue, from the stakeholders to finalize the same in consultation with the competent authority within a period of 30 days.

(C. Murugan)

Scientist 'E' & Head of Office

Copy to:

- i. Dr. Kumar Avinash Bharti, Scientist 'C', CNH with a request to upload on the BSI's website under recruitment rule section for a period of 30 days.
- ii. The Secretary to the Govt. of India, Ministry of Environment, Forest & Climate Change, Indira Pryavaran Bhavan, Aliganj, Jorbagh Road, New Delhi – 110003 (Kind attention: Smt. Geeta Bhatnagar, US, CSB) with reference to F. No. 01/11/2021-CSB dated 14/11/2022.



File No.01/11/2021-CSB
Government of India
Ministry of Environment, Forests & Climate Change
(CS-II Division)

OS/ECF
17/11/22

Indira Paryavaran Bhawan,
2nd Floor, Vayu Wing, Jorbagh Aliganj,
New Delhi-110003.

Dated: 14th November, 2022

To,

The Director,
Botanical Survey of India,
CGO Complex, 3rd MSO Building,
Block F, 5th & 6th Floor,
DF Block, Sector 1, Salt Lake City, Kolkata-700064

Subject: Framing of Recruitment Rules for the post of Stenographer Grade I in BSI-regarding.

Sir,

I am directed to enclose herewith a copy of draft Recruitment Rules for the post of Stenographer Grade I in BSI for placing on the website of BSI for a period of 30 days for inviting comments from the stakeholders (in terms of DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015).

2. You are requested to send the RRs back to the Ministry alongwith comments, if any, received from the stakeholders, for referring the proposal to DoPT, UPSC and Ministry of Law and Justice for approval.

Yours faithfully,

G. Bhatnagar

(Geeta Bhatnagar)
Under Secretary to the Govt. of India
Tel.: 011-20819367

Enclosed: as above.

ANNEXURE – III: Form filled up by BSI while forwarding amendment proposals to the MoEF&CC

1. (a) Name of the post: *Stenographer Grade-I*
 (b) Name of the Ministry/ Department: *Ministry of Environment, Forest & Climate Change, Botanical Survey of India.*
1. Reference Number in which Commission's advice on recruitment rules was conveyed: *Not applicable.*
2. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendment should be enclosed, duly flagged and referenced).: *MoEF&CC's Notification vice GSR No. 880(E) dated 17th November 2015.*
- 4.

Col. No. in Principal Rect. Rule (PRR)	Provision in the approved rules	Revised Provisions Proposed	Reasons for the revision Proposed
1. Name of the post	Stenographer Grade-I	No revision proposed	NA
2. No. of post	10* (2015) *Subject to variation dependent on workload.	No revision proposed	NA
3. Classification	General Central Service Group B Non-Gazetted (Ministerial)	No revision proposed	NA
4. Scale of Pay	Pay Band – 2 (9300-34800) + Grade Pay Rs. 4200/-	Level 6 (35400 – 112400)	As per CCS (RP) Rules, 2016
5. Whether Selection post or non selection post	Selection.	No revision proposed	NA
6. Age limit for Direct recruits	Not exceeding 30 years (<i>Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government from time to time.</i>) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.	No revision proposed	NA
7. Educational and other qualification required for direct recruits	Essential: Bachelor's degree from a recognized university. Skill Test Norms only on computers: Dictation: 10 minutes at the rate of 100 words per minute. Transcription: 40 minutes (English) 55 minutes (Hindi) Note 1: The qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified. Note2: The qualification(s) regarding experience is/ are relaxable at the discretion of Staff Selection Commission/ Competent Authority, for reasons to be recorded in writing, in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	No revision proposed	NA
8. Whether age and educational qualifications prescribed for Direct Recruits will apply in the case of promotes	Not Applicable	No revision proposed	NA
9. Period of probation, if any	Two years for direct recruits and promotes. Note: The period of two years for direct recruits shall include successful completion of mandatory induction training of two weeks duration.	No revision proposed	NA

10. Method of recruitment whether by DR or by Promotion or by deputation/ transfer and % of vacancies to be filled by various methods	<p>(i) Fifty percent by promotion, failing which by deputation;</p> <p>(ii) Fifty percent by deputation, failing which by direct recruitment.</p>	By promotion failing which by deputation.	As per model RR vide DoPT OM No AB-14017/8/2010-Estt(RR) dated 24.01.2011
11. In the case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ Deputation/ Transfer to be made.	<p>Promotion: Stenographers Grade II in the pay band-1, Rs. 5200-20200/- plus grade pay of Rs. 2400/- with ten years' regular service in the grade. Note 1: The Stenographers Grade-II in Pay Band-1 of Rs. 5200-20200/- with grade pay of Rs. 2400/-, who are in the zone of consideration for promotion, will have to participate and successfully complete Level-I training program to be conducted by Institute of Secretariat Training and Management before being considered for promotion to the post of Stenographer Grade-I. Note 2: Where juniors who have completed their qualifying eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service Note 3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1 January 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission.</p> <p>Deputation: Stenographers of the Central Government: (i) Holding analogous post of a regular basis in the parent cadre or department; or (ii) With ten years' service in the grade of Stenographers Grade-II rendered after appointment thereto on a regular basis in the pay band-1, Rs. 5200-20200/- with grade pay of Rs. 2400/- in the parent cadre or department. Note 1: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of the applications. Note 4: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where</p>	No revision proposed	NA

	there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.		
12. If departmental promotion committee exists, what is the composition	<p>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Botanical Survey of India – Chairman 2. Head of Office, BSI, Kolkata – Member 3. Head of Office, ZSI, Kolkata – Member <p>Group 'B' Departmental Promotion Committee (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Botanical Survey of India – Chairman 2. Head of Office, BSI, Kolkata – Member 3. Head of Office, ZSI, Kolkata – Member 	No revision proposed	NA
13. Circumstances in which UPSC is to be considered	Consultation with Union Public Service Commission not necessary.	Not Applicable	NA

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