

TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF THE GAZETTE OF INDIA

Government of India
Ministry of Culture
(Department of Culture)
New Delhi 2017

Notification

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Culture, Department of Culture, Private Secretary Recruitment Rules 1975, 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 posts of Private Secretary in the Anthropological Survey of India, namely:

1. Short title and commencement:
 - (i) These rules may be called the Anthropological Survey of India, Private Secretary, Group – B (Gazetted) (Ministerial) posts Recruitment Rules, 2017.
 - (ii) They shall come into force on the date of their publication in the Official Gazette.
2. Application – These rules shall apply to the posts 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 said 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 specified in column 5 to 13 of the said Schedule.
5. Disqualification – No person:
 - (a) Who has entered into or contracted a marriage with a person having 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.
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 reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, 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	No. of Post	Classification	LEVEL in the PAY MATRIX	Whether selection or Non-Selection Post	Age limit for direct recruits
1	2	3	4	5	6
Private Secretary	02* (2017) *Subject to variation dependent on workload.	General Central Service, Group – B (Gazetted) (Ministerial)	LEVEL – 07 (44900 – 142400) in the PAY MATRIX	Selection	Not applicable

Educational & other qualification required for Direct Recruits	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by Direct Recruit or by Promotion or by Deputation / Absorption & % of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ Deputation/ Absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
7	8	9	10	11	12	13
Not applicable.	Not applicable.	Not applicable.	By promotion, failing which by deputation.	<p>Promotion: Stenographer Grade – I in LEVEL – 06 (35400 – 112400) in the PAY MATRIX with five years' regular service in the grade.</p> <p>Deputation: Officers of the post of Stenographer under the Central Government.</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the Stenographers grade in LEVEL – 06 (35400 – 112400) in the PAY MATRIX or equivalent in the parent cadre or department.</p> <p>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, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2 : The period of deputation including the period of deputation in another 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.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>Group – B DPC (for considering cases of promotion) Composition :</p> <p>1. Joint Secretary, Ministry of Culture, New Delhi Chairman</p> <p>2. Director / Deputy Secretary, Ministry of Culture, New Delhi Member</p> <p>3. Director/Head of the Department Anthropological Survey of India. Member</p>	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment Rules.

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G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Culture, Department of Culture, Stenographer, Grade – I Recruitment Rules 1975, 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 posts of Stenographer, Grade – I in the Anthropological Survey of India, namely:

1. Short title and commencement:
 - (i) These rules may be called the Anthropological Survey of India, Stenographer, Grade – I, Group – B (Non – Gazetted) (Ministerial) posts Recruitment Rules, 2017.
 - (ii) They shall come into force on the date of their publication in the Official Gazette.
2. Application – These rules shall apply to the posts 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 said 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 specified in column 5 to 13 of the said Schedule.
5. Disqualification – No person:
 - (a) Who has entered into or contracted a marriage with a person having 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.
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 reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, 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	No. of Post	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 – I	11* (2017) *Subject to variation dependent on workload.	General Central Service, Group – B (Non – Gazetted) (Ministerial)	LEVEL – 06 (35400 – 112400) in the PAY MATRIX	Selection	Not applicable

Educational & other qualification required for Direct Recruits	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by Direct Recruit or by Promotion or by Deputation / Absorption & % of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ Deputation/ Absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
7	8	9	10	11	12	13
Not applicable.	Not applicable.	Two years for promotees	By promotion, failing which by deputation.	<p>Promotion: Stenographer Grade – II in LEVEL – 04 (25500 – 81100) in the PAY MATRIX with ten years' regular service in the grade.</p> <p>Deputation: Officers of the post of Stenographer under the Central Government.</p> <p>(a)(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years regular service in the Stenographers grade in LEVEL – 04 (25500 – 81100) in the PAY MATRIX or equivalent.</p> <p>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, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2 : The period of deputation including the period of deputation in another 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.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>Group – B DPC (for considering cases of promotion) Composition :</p> <p>1. Joint Secretary, Chairman Ministry of Culture, New Delhi</p> <p>2. Director / Deputy Secretary, Member Ministry of Culture, New Delhi</p> <p>3. Director/Head of the Department Member Anthropological Survey of India.</p> <p>Group – B DPC (for considering cases of confirmation) Composition:</p> <p>1. Head of the Department Chairman Anthropological Survey of India</p> <p>2. Under Secretary, Member Ministry of Culture, New Delhi</p> <p>3. Senior Administrative Officer/ Member Head of Office Anthropological Survey of India,</p>	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment Rules.

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G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Culture, Department of Culture, Stenographer, Grade – II Recruitment Rules 1975, 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 posts of Stenographer, Grade – II in the Anthropological Survey of India, namely:

1. Short title and commencement:
 - (i) These rules may be called the Anthropological Survey of India, Stenographer, Grade – II, Group – C (Non – Gazetted) (Ministerial) posts Recruitment Rules, 2017.
 - (ii) They shall come into force on the date of their publication in the Official Gazette.
2. Application – These rules shall apply to the posts 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 said Schedule.
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5. Disqualification – No person:
 - (a) Who has entered into or contracted a marriage with a person having 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.
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 reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, 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	No. of Post	Classification	LEVEL in the PAY MATRIX	Whether selection or Non-Selection Post	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
Stenographer, Grade – II	06* (2017) *Subject to variation dependent on workload.	General Central Service, Group – C (Non – Gazetted) (Ministerial)	LEVEL – 04 (25500 – 81100) in the PAY MATRIX	Not applicable.	Not applicable	Between 18 and 27 years of age (Relaxable for Government servants upto 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 & other qualification required for Direct Recruits	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by Direct Recruit or by Promotion or by Deputation / Absorption & % of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ Deputation/ Absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
8	9	10	11	12	13	14
(i) 12 th class pass or equivalent from recognized Board or University. (ii) Skill Test Norms: Dictation: 10 mts. @80 words per minute Transcription: 65mts. (English) / 75 mts. (Hindi) (On Manual Typewriter) OR 50 mts. (English) / 65 mts. (Hindi) (On Computer)	Not applicable.	Two years.	By direct recruitment.	Not applicable.	Group – C DPC (for considering cases of confirmation) Composition: 1. Director/Head of the Department Chairman Anthropological Survey of India 2. Under Secretary, Member Ministry of Culture, New Delhi 3. Senior Administrative Officer/ Member Head of Office Anthropological Survey of India,	Not applicable