

HINDI TYPIST

Page 1 of 2

NOTIFICATION

New Delhi, the 31st January, 2001

G.S.R. 64(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of Department of Company Affairs Subordinate Office (Hindi Typist) Recruitment Rules, 1986, except as respect things done or omitted to be done before such supersession, Hindi Typist the President hereby makes the following rules regulating the method of recruitment to the post of Hindi Typist in the Offices of the Regional Directors, Registrars of Companies and Official Liquidator in the Department of Company Affairs, namely :—

1. Short title and commencement :—(1) These rules may be called the Department of Company Affairs, Offices of the Regional Directors, Registrars of Companies and Official Liquidator (Hindi Typist) Recruitment Rules, 2000.

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

2. Number of post, classification and scale of pay :—The number of post its classification and the scale 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 :—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. 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 other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

5. Powers 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 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 posts	Classification	Scale of pay	Whether selection by merit or selection-cum seniority or non-selection-post	Whether benefit of added years of admissible under the rule 30 of the Central Services (Pension) Rules, 1972.	Age limit for direct recruits
1	2	3	4	5	6	7
Hindi Typist	10* 2000 *Subject to variation depending on work load.	General Central Service Group 'C' Non-Gazetted, Ministerial.	3050-70- 4590	Not applicable	No	18 to 25 years (upper age limit relaxable for Government servant upto 35 years in accordance with the instruments or orders issued by the Central Government.) Note 1 : The Crucial date for determining the age limit shall be the closing date for receipt of application from

167/2001-5

7

candidates in India (other than those in the Andaman and Nicobar Island and Lakshadweep).
Note 2 : In the case of recruitment made through Employment Exchange the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

Educational and other qualifications required for direct recruits	Whether age and educational qualification 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 posts to be filled by various methods
8	9	10	11
ESSENTIAL : 1. Matriculation or equivalent (2) Minimum speed of 30 words per minute in Hindi Typewriting DESIRABLE Minimum speed of 30 words per minute in English Typewriting.	Not applicable	Two years	Through Staff Selection Commission
In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
12	13	14	
Not Applicable	Group 'C' Direct promotion Committee 1. RD of the Region – Chairman 2. Registrar of Companies/Official Liquidator (JAG) level – Member 3. Under Secretary, Department of Company Affairs – Member 4. An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India – Member	Not applicable	