GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS,
O/o CHIEF ENGINEER-I,
DAK BHAWAN, NEW DELHI -110001.

No. 10-7/2026-CWP/ 212 **Dated:** 03 **/11/2026**

OFFICE MEMORANDUM

Sub.: Uploading of Draft Amendment Recruitment Rules (RR) for the Post of Stenographer Grade-II of Postal Engineering Wing in Department of Posts, Ministry of Communications on India Post website– Furnishing of Comments on Draft RR- regarding.

The proposed Draft Amendment Recruitment Rules for the post of Stenographer Grade-II of Postal Engineering Wing has been approved by the competent authority. Objection/ comments, if any, are invited from all the stakeholders within 30 days from the date of uploading of this O.M on the India Post website. Objection/ comments received upto 04.12.2026 only shall be considered.

This issues with the approval of the Chief Engineer-I.

03/11/26

O/C Superintending Engineer (C) HQ

03-11-26

Copy to:

1. The Chief Engineer- I / II & Electrical.
2. All Superintending Engineers (Civil/Electrical)
3. The O/L Section, Dak Bhawan New Delhi for translation of Draft RR to Hindi.

Manuh Moze

O/C Assistant Engineer (CWP)

03-11-26

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3, SUB- SECTION (i)].

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
(DEPARTMENT OF POSTS)

New Delhi, the ..... November, 2026

NOTIFICATION

Draft Amendment Recruitment Rule for Stenographer Grade-II for Postal Engineering Wing.

G.S.R. .....- In exercise of the powers conferred by the provision to article 309 of the Constitution), the President hereby makes the following rules to regulate the method of Recruitment to the posts of **Stenographer Grade-II Group 'C' Non-Gazetted) Recruitment Rules-2026 in the Postal Engineering Wing of the Department of Posts of the Ministry of Communications**, namely: –

1. **Short title and Commencement**, - (a) These Rules may be called **in the Postal Engineering Wing of the Department of Posts (Stenographer Grade-II Group 'C' Non-Gazetted) Recruitment Rules-2026**.
(b) 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 scale of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

3. **Method of recruitment, age limit, qualifications etc**.- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in the column 5 to 13 of the said Schedule.

4. **Disqualifications** – 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 any of 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 in the marriage and that there are other grounds for so doing, exempt any person from operation of this rules.

5. **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 reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Savings** - 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 or any other special categories of persons, in accordance with the orders issued by the Central Government from time to time.

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Stenographer Grade-II

1 (a) Name of the Post : Stenographer Grade-II
(b) Name of the Ministry / Department : Ministry of Communications / Department of Posts

2. Date of Notification of the original rules : GSR 521 Notified 21st November, 1995 and GSR 59(E) Notified 27th January 2012

3 **SCHEDULE**

Col. No.	Description	Provision in Draft Amendment Recruitment Rules
1	Name of Post	Stenographer Grade-II
2	Number of Posts	27 * (2026) * Subject to variation dependent on work load.
3	Classification	General Civil Service, Group- 'C' Non-Gazetted Ministerial.
4	Level in the pay matrix	Level 4 (25500-81100)
5	Whether Selection or Non-Selection Post	Not applicable
6	Age limit for direct recruit	Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time-to-time). **Note**: In case of recruitment made through Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.
7	Educational and other Qualification of Direct Recruits	Candidates must have passed 12th standard or equivalent examination from a recognized Board or University And (ii) Skilled test norms Dictation 10 minutes @ 80 words per minutes. Transcription 65 minutes (English), 75 minutes (Hindi) on manual typewriter or computer. (ii) Knowledge of working on Computer. Should have a speed of 100 words per Minutes in Shorthand and 40 words per minute in English/ Hindi typing.
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable

9	Period of probation, if any	2 years.
10	Method of recruitment: Whether by direct recruitment or by promotion or by the deputation/ absorption and percentage of the vacancies to be filled by various methods	100% direct recruitment through Staff Selection Commission failing which by deputation. Deputation: - Officials under Central Government holding analogous posts on regular basis. Period of deputation including 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. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipts of applications.
11	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made	As stated in column 10.
12	Composition of Departmental Promotion Committee for confirmation	For Considering Confirmation of Stenographer Grade-II 1. Superintending Engineer (C) - Chairman 2. Executive Engineer (C) - Member 3. One Group 'A' STS officer from DoP - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.