

KARNATAKA CIVIL SERVICES (RECRUITMENT TO THE POSTS OF STENOGRAPHERS AND TYPISTS) RULES, 1983

GOVERNMENT OF KARNATAKA IC4RVATAKA crvnq,, SERI,7CES (Recruitment theposts of Stenographers and Typists) Rides, 1983 Notification No. DPAR 27 SCR 83 Bangalore, dated 10th May 1983 (Amended as on 2e June 2004) In exercise of the powers conferred by the proviso to article 309 of The Constitution of the Governor of Karnataka hereby makes the following rules- namely 1. Title Commencement and annlication:- (1) these rules may be called the Karnataka Civil Services (Recruitment to the posts of Stenographers and Typists) Rules, 1983. (2) They shall come into force on the date of their publication in the official Gazette. (3) Notwithstanding anything contained in the rules of recruitment specially made in respect of any service or category of posts, the provisions of these rules shall apply to recruitment to the cadres of Stenographers and Typists in the Services, except these Directorate {Of the AdfiiiiiiiSfratiVe T Fibüna}. the (Juice C'L the Auvocate subordinate courts, the Department of Prosecutions and Government Litigations•-I cue anu 01 Stalc Consumer Disputes Redressal Commission] [and in the Office of the Recruitment Commissioner, Karnataka Bhavan- New Delhi.] 1 2 vide DPAR_ 57 86, dated 9 9 3 Substituted vide Notification No. r,PAR79 sc.R_ 87, dated 28 12 4. Inserted vide Notification No. DPAR 20 SCR 200.3 dated 21 6 Substituted Notification NO DPAR37 2 6 2 2. Method Of (1 Direct recruitment under these rules shall be made in the order of merit on basis of the aggregate of the percentage of total marks secured by the candidates in the qualifying examinations specified in the rule 3, and taking into consideration the orders in force relating to reservation of appointments and posts for Scheduled Castes, Scheduled Tribes, other Backward Classes, Ex-Servicemen and Physically handicapped persons. If two or more candidates have secured equal percentage of total marks in the qualifying examinations the order of merit among such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. (2) The selection of candidates shall be made by an officer. (hereinafter referred to as the 'selecting authority') appointed for the purpose by the Government of Karnataka.] 3. Of candidates:- Every person is not disqualified under the Karnataka State Civil Services (General Recruitment) Rules, 1977. shall be eligible for direct recruitment to the cadre of (1) Stenographers if he has passed (a) the S. S.L.C examination or possesses an equivalent qualification: and (b) senior typewriting and senior shorthand examination in Kannada conducted by the Karnataka Secondary Education Examination Board. or possesses an equivalent qualification.) (c, [xxxxxxxxxx] Omitted. r Note] Omitted. [Provided that a weightage of five percent shall be added to the aggregate percentage of marks secured by a candidate in the qualifying examinations if he has passed the proficiency grade examination in Kannada Shorthand. (2) Tydists•.- if he has passed- (a) the S. S.L.C. possesses an equivalent qualification: and (b) Senior Typewriting Examination in Kannada conducted by the Department of Public Instructions 01' possesses an equivalent qualification. [Notel Omitted. 4 A. Intimation of vacancies to the selecting authority: The appointing authorities in each department shall communicate to the selecting authority, the number of direct recruitment vacancies in the cadres of Stenographers and Typists relating to their department duly classifying such vacancies in accordance with the orders in force relating to reservation of appointments and posts of Scheduled Castes Scheduled Tribes, Other Backward Classes, Ex-Servicemen and Physically handicapped persons. I vide Notification r,PAR sc.R 84, dated 12 2 -.Offlitteu Viue NO. 00 o.) > uated / . 1.1 Inserted vide No. DPAR 16 SCR 2000, dated 1 S 4 Substituted vide SCR_ 6 [311. Inviting applications:- (1) Selecting. Authority (y) shall advertise the vacancies in the Official Gazette specifying the conditions or eligibility .. the nature of selection-. the number of vacancies to be filled- the number required to be filled by persons belonging to the Scheduled Castes: Scheduled Tribes and other Backward Classes and by Ex-service men and Physically Handicapped persons and invite applications from intending candidates. Abstract of such advertisements shall be published in newspapers. Applications shall be made in the form specified by the selecting authority. (3) Every applicant shall remit along with his application a fee of five rupees by a crossed Indian Postal Order purchased not earlier than fifteen days prior to the date of application- payable to the selecting authority- Provided that no fee shall be payable by a candidate belonging to Scheduled Caste- Scheduled Tribe Backward Group-A and the fee payable by a local candidate or stipendiary graduate shall be one rupee. selected candidates (1) The selecting authority shall on the basis of aggregate

of the percentage of total marks secured by the candidates in the qualifying examinations and after taking into account the orders in force relating to reservation of appointments and posts for Scheduled Castes-Scheduled Tribes. Other Backward Classes. and Handicapped persons, prepare a list in the order of merit of candidates dated 64 1987 eligible for appointment) in respect of each cadre or post. The number of candidates to be included in such list shall be equal to the total number of vacancies intimated under rule 3 \ till the Advertisement under 3B or such other later date as may be decided selecting authority. (2) selecting authority after taking into account the reservation of appointments and posts for Scheduled Caste [Scheduled Tribes and Other Backward classes and having regard to the order of merit and the preference indicated by the candidates shall assign the selected candidates under intimation to them to the different appointing authorities. (3) For the purpose of appointing candidates belonging to Scheduled Castes. Scheduled Tribes. Other Backward classes and other merit categories against vacancies left unfilled in the respective categories by reponing duty by the candidates from the list prepared under sub-rule also for appointments in any additional vacancies not exceeding twenty five percent of the vacancies advertised under rule 3B the selecting authority shall prepare on the basis or aggregate of the percentage of total marks secured in the qualifying examinations and after taking into account the orders in force relating to reservation of appointments and posts for Scheduled Castes, Scheduled Tribes and Other Backward classes. Ex-servicemen and physically handicapped a single additional list not exceeding twenty five percent of the total number of candidates included in the list prepared under sub-rule (1). (4) If, after the appointment of candidates assigned to it under sub-rule an appointing authority requires additional number of candidates- it may request the selecting authority to assign such additional number of candidates in the ...o. categories thereof and the selecting authority shall assign such of candidates from the additional list prepared under sub-rule (3). under intimation to the appointing authority: Provided that the candidates included in the additional list shall be assigned to each appointing authority in the order in which the requisitions are received in the office of the selecting authority. Provided further that the candidates included in the additional list shall not be assigned unless all the candidates included in the list under sub-rule (1) and found suitable in all respects for appointment. are appointed (5) Lists prepared under sub-rule (1) and sub-rule (2) shall be displayed by the selecting authority on the notice board of its office.]

Appointment of Candidates:- (1) Candidates whose names are included in the list prepared by the selecting authority under sub-rule(2) of rule 3C may be appointed by the appointing authority. in the order in which the names are found in the list after satisfying itself after such enquiry as may be considered necessary that each such candidate is suitable in all respects for appointment to a post in the cadre. (2) Candidates whose names are included in the list received in sub-rule (3) of rule 3C may be appointed by appointing authority in unfilled vacancies or additional vacancies if any in the manner as specified in sub-rule(1).1. Submitted vide No. DPAR 25 SCR 87, dated 6.4.1987 13E. Reassessing the selection process for stenographers and typists; the selecting authority shall immediately after such intimation the selecting authority shall reassign the candidates to him and other appointing authority.]

Period of validity of the list:- A list of selected candidates prepared under (Rule 3C shall valid till all the candidates included in such list appointed. A list of candidates: prepared under sub-rule(3) of rule 3C shall be displayed on the notice board of the selecting authority prepared on the basis of the next selection. Nothing, in this rule shall apply to candidates who have been assigned or reassigned to authority prior to the display on the notice board the selection list prepared on the basis of the next selection.} Till, the selection process is completed in accordance with the rules, the applications dated 25th -May

1985. SLR STR dated June. dated July Notification 01:) AU SC' R R 7 4 8 1985 by Recruitment. Commission under of the Karnataka Civil Services (Recruitment Commission) Rules. 1982 for direct recruitment to the posts of Stenographers and Typists. shall be finalized by the Selecting Authority in accordance with these rules as amended by the Karnataka Civil Services (Recruitment to the posts of Stenographers and Typists) (Amendment) Rules. 1987 after obtaining fresh declaration if not already obtained earlier in accordance with the Government order No. DPAR 28 SBC 86. dated the 12th day of December- "1986, from applicants who are eligible as the last date fixed for receipt of the said applications. and the selecting authority shall assign or reassign the selected candidates to the different appointing authorities under rule 3C or 3E as the case may be.] 4. qualification for recruitment by

promotion• file}! be eligible for promotion to the posts stenographers in any State Civil Services unless he possesses - (b) -fc ; and examination in Kannada conducted by the Karnataka Secondary Education Examination cy possesses an equivalent aualification . I •omitted. - Note Omitted. service on the date of commencement of these rules, for a period of three years from the date of such commencement and during the said period of three years they shall be eligible for promotion to the posts of stenographers if they — - SCR 7.1985 D?AB_ sca 84, 198* SCR_ dated 77 1984 (a) have passed the Senior Shorthand Examination in English or Kannada conducted. by the Department of Public Instruclior,t or (b) are holders of a Diploma in Secretarial Practice English or Kannada as optional (elective) subject granted by the Board of Technical Education in Karnataka- or (c) possess an equivalent qualification. The Kamataka Civil services (General Recruitment) Rules. 1977. and the Kamataka Civil Services (Special) Rules- 1982 and ether rules of recruitment specially made in respect of Stenographers and Typists shall at-ply in respect of for v,hich no provision is in these rules. I made matters Repeal (l) The Karnataka Civil Services (Recruitment the posts of Stenographers, Junior Stenograohers and T Npists) Rules- 1977- are herew. —repealed: Provided that the said repeal shall not affect the previous operations of the said rules of anything duly done or suffered there under affect am right- liability or obligation acquired or incurred under the said rules. (2) reference in any rules of recruitment speciallv made and aoplicable to any service or category or posts relating to recruilmeni the cadre •f Typists and Stenographers to the rules repealed by sub-rule(l) shall be construed 2s a reference to these rules. 1 Substituted vide 87, 4

