

GOVERNMENT OF KARNATAKA

KARNATAKA CIVIL SERVICES (Recruitment to the posts of Stenographers and Typists) Rules, 1983

Notification No. DPAR 27 SCR 83 Bangalore, dated 10th May 1983

(Amended as on 28th June 2004)

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules, namely :-

1. Title Commencement and application:-

(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 Karnataka State Civil Services, ¹[except these in the Directorate of NCC, the Karnataka Administrative Tribunal, the Office of the Advocate General, ²[the subordinate courts, the Department of Prosecutions and Government Litigations, ³[on the staff of the Lokayukta and Upalokayukta,] ⁴[on the staff of the Karnataka State Consumer Disputes Redressal Commission] ⁵[and in the Office of the Resident Commissioner, Karnataka Bhavan, New Delhi.]

¹. Inserted vide Notification No. DPAR 34 SCR 85, dated 21.2.1986

² Substituted vide Notification No. DPAR 57 SCR 86, dated 9.9.1986

³ Substituted vide Notification No. DPAR 79 SCR 87, dated 28.12.1987

⁴ Inserted vide Notification No. DPAR 29 SCR 2003, dated 21.6.2004

⁵ Substituted vide Notification No. DPAR 37 SCR 92, dated 2.6.1995

¹ 2. Method of direct recruitment:-

(1) Direct recruitment under these rules shall be made in the order of merit on the 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 the 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. Academic qualification of candidates:-

Every person who 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

¹ Substituted vide Notification No. DPAR 25 SCR 87/(II), dated 6.4.1987

¹ [(b) senior typewriting and senior shorthand examination in Kannada conducted by the Karnataka Secondary Education Examination Board, or possesses an equivalent qualification.]

² (c) [xxxxxxxxxxxx] Omitted.

² [Note] Omitted.

³ [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) Typists:-

if he has passed-

(a) the S.S.L.C. examination or possesses an equivalent qualification; and

(b) Senior Typewriting Examination in Kannada conducted by the Department of Public Instructions or possesses an equivalent qualification.

[Note] Omitted.

⁴ [3A. 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.]

¹ Substituted vide Notification No. DPAR 84 SCR 84, dated 12.2.1988

² Omitted vide Notification No. DPAR 86 SCR 83, dated 7.7.1984

³ Inserted vide Notification No. DPAR 16 SCR 2000, dated 18.5.2002

⁴ Substituted vide Notification No. DPAR 25 SCR 87 (II), dated 6.4.1987

¹ [3B. Inviting applications:-

(1) The Selecting Authority shall advertise the vacancies in the Official Gazette specifying the conditions of 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.

(2) 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 and Backward Group-A and the fee payable by a local candidate or a stipendiary graduate shall be one rupee.]

¹ [3C. List of 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, Ex-Servicemen and Physically Handicapped persons, prepare a list in the order of merit of candidates

¹ Submitted vide Notification No. DPAR 25 SCR 87, dated 6.4.1987

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 3A till the date of advertisement under rule 3B or such other later date as may be decided by the selecting authority.

(2) The selecting authority after taking into consideration the orders relating to reservation of appointments and posts for Scheduled Castes, 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.

¹¹ (3) For the purpose of appointing candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward classes and General merit categories against vacancies left unfilled in the respective categories by not reporting to duty by the candidates from the list prepared under sub-rule (1), as also for appointments in any additional vacancies not exceeding twenty percent of the vacancies advertised under rule 3B, the selecting authority shall prepare on the basis of 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 (1), any appointing authority requires additional number of candidates, it may request the selecting authority to assign such additional number of candidates specifying the

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categories thereof and the selecting authority shall assign such number of candidates from the additional list prepared under sub-rule (3), under intimation to the candidates: //

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.]

¹ [3D. 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 also appointed by appointing authority in unfilled vacancies or additional vacancies if any in the manner as specified in sub-rule(1).]

¹. Submitted vide Notification No. DPAR 25 SCR 87, dated 6.4.1987

¹ [3E. Reassignment of selected candidates:-

Where a candidate selected and assigned to an appointing authority for appointment to the cadre of Stenographers or Typists is not appointed for any administrative reasons, the selecting authority shall be informed by the concerned appointing authority immediately specifying the reasons therefor, and on receipt of such intimation the selecting authority shall reassign the candidate under intimation to him to any other appointing authority, where vacancies are available for appointment.]

¹ [3F. Period of Operation of the lists:-

A list of selected candidates prepared under sub-rule (1) of rule 3C shall be valid till all the candidates included in such list are appointed. A list of candidates prepared under sub-rule(3) of rule 3C shall cease to be operative as from the date of display on the notice board of the selecting authority of a list prepared on the basis of the next selection. Nothing in this rule shall apply to the appointment of candidates who have been assigned or reassigned to any appointing authority prior to the display on the notice board of the selecting authority of the list prepared on the basis of the next selection.]

¹ [3G. Special provision regarding first appointment under these rules:-

Notwithstanding anything contained in these rules, the applications received in response to the Notifications under SLR 13 STR 85, dated 25th May, 1985, SLR 17 STR 85, dated 25th June, 1985 and SLR 13 STR 85, dated 11th July

¹ Submitted vide Notification No. DPAR 25 SCR 87, dated 6.4.1987

1985 notified by the Recruitment Committee constituted under rule 3 of the Karnataka State Civil Services (Recruitment Committees) 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 the applicants who are eligible as on 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. Minimum qualification for recruitment by promotion:

No ¹ [person] shall be eligible for promotion to the posts of stenographers in any State Civil Services unless he possesses -

- (a) ²[Senior Typewriting and Senior Shorthand examination in Kannada conducted by the Karnataka Secondary Education Examination Board or possesses an equivalent qualification.]
- (b) ³[xxxxxxxx] Omitted.
- (c) ³[Note] Omitted.

Provided that these rules shall not be applicable to ¹[persons] already in 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 -

¹ Substituted vide Notification No. DPAR 39 SCR 85, dated 25.7.1985

² Substituted vide Notification No. DPAR 84 SCR 84, dated 12.2.1988

³ Omitted vide Notification No. DPAR 86 SCR 83, dated 7.7.1984

(a) have passed the Senior Shorthand Examination in English or Kannada conducted by the Department of Public Instruction; or

(b) are holders of a Diploma in Secretarial Practice with English or Kannada as optional (elective) subject granted by the Board of Technical Education in Karnataka, or

(c) possess an equivalent qualification.

¹ [4A. Application of other rules:-

The Karnataka Civil services (General Recruitment) Rules, 1977, and the Karnataka Civil Services (Special) Rules, 1982 and other rules of recruitment specially made in respect of Stenographers and Typists shall apply in respect of matters for which no provision is made in these rules.]

5. Repeal and Savings:- (1) The Karnataka Civil Services (Recruitment to the posts of Stenographers, Junior Stenographers and Typists) Rules, 1977, are hereby repealed:

Provided that the said repeal shall not affect the previous operations of the said rules of anything duly done or suffered there under or affect any right, liability or obligation acquired or incurred under the said rules.

(2) Any reference in any rules of recruitment specially made and applicable to any service or category or posts relating to recruitment to the cadre of Typists and Stenographers to the rules repealed by sub-rule(1) shall be construed as a reference to these rules.

¹ Substituted vide Notification No. DPAR 25 SCR 87, dated 6.4.1987
