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Government of India
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

NOTIFICATION

New Delhi, Dated, the -----, 2026

G.S.R..... – In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of notification numbers GSR 41, dated the 22nd January, 2019, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of the recruitment to the Group ‘C’ posts of Stenographer Grade – II in the Group ‘C’ Posts under the Regional Offices, Ministry of Environment, Forest and Climate Change namely:-

1. **Short title and commencement-** (1) These rules may be called Regional Offices, Ministry of Environment, Forest and Climate Change (Stenographer Grade – II, Group-‘C’) Recruitment Rules, 2026.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of post, classification and Level in pay matrix-** The number of posts, its classification and **Level in the pay Matrix** attached thereto, shall be as specified in column (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age limit and qualifications, etc.-** Method of recruitment, age- limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the aforesaid Schedule.
4. **Disqualification-** Any 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 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.

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, and for reasons to be recorded in writing and in consultation with the Union Public Service Commission relax any of the provisions of these with respect to any class or category of persons.
6. **Saving-** Nothing in these rules shall affect reservation, relaxation in age- limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backwards Classes, the Ex-servicemen, the Economically Weaker Section and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

RECRUITMENT RULES FOR THE POST OF 'STENOGRAPHER GRADE – II' IN REGIONAL OFFICE, MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE.

SCHEDULE

Name of Post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Stenographer Grade – II	*30 (2025) *Subject to variation dependent on workload in Regional Offices located at: * Bangalore-3 * Bhopal-3 * Bhubaneswar-3 * Chandigarh-3 * Chennai-3 * Dehradun-3 * Lucknow-3 * Nagpur-3 * Ranchi-3 * Shillong-3.	General Central Service, Group 'C', non-Gazetted, Ministerial	Level-4, (₹25,500-₹81,100/-)	Not applicable	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) It is further relaxable by another five years in the case of Schedule Caste or Schedule Tribe and three years in the case of Other Backward Classes candidates. Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.	(i) 12th class pass or equivalent qualification from a recognised Board or University. (ii) Skill Test Norms: Dictation: 10 minutes @80 w.p.m. Transcription: 50 minutes (English) 65 minutes (Hindi) (On computer).
Whether age and educational qualifications 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 or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(8)	(9)	(10)	(11)	(12)	(13)	
Not applicable	Two years	Direct recruitment through Staff Selection Commission Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits in column (7).	Not applicable	Group 'C' Departmental Promotion Committee, for confirmation:- 1. Director or Deputy Secretary (Administration), Ministry of Environment, Forest and Climate Change - Chairman, 2. Deputy Inspector General of Forests or Assistant Inspector General of Forests or Head of the Office of concerned Regional Office - Member 3. Director or Deputy Secretary or Deputy Inspector General of Forests or Assistant Inspector General of Forests, RoHQ, Ministry of Environment, Forest and Climate Change - Member, 4. An officer belonging to Scheduled Caste or Scheduled Tribe - Member, 5. An officer belonging to Minority Community-Member.	Not applicable	

FORM TO BE FILLED BY THE MINISTRY/DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL & TRAINING AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDMENT OF APPROVED RECRUITMENT RULES.

1.	Name of the post	Stenographer Grade – II		
2.	Name of Ministry/Department	Regional Office, Ministry of Environment, Forest & Climate Change		
3.	Reference No. in which commission's advice on recruitment rules was conveyed	Ministry of Environment, Forest & Climate Change, New Delhi Notification No..... dated		
Sl. No.	Schedule Details	Provision in the approved/existing rules	Revised provisions proposed	Reasons for the revision proposed
1.	Name of the Post	Stenographer Grade – II	Stenographer Grade – II	No Change
2.	Number of posts	30	30	No Change
3.	Classification	General Central Service, Group 'C', non-Gazetted, Ministerial	General Central Service, Group 'C', non-Gazetted, Ministerial	No Change
4.	Level in the Pay Matrix	Level-4, (₹25,500-₹81,100/-)	Level-4, (₹25,500-₹81,100/-)	No Change
5.	Whether selection post or non-selection post	Not applicable	Not applicable	No Change
6.	Age limit for direct recruits	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) It is further relaxable by another five years in the case of Schedule Caste or Schedule Tribe and three years in the case of Other Backward Classes candidates. Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) It is further relaxable by another five years in the case of Schedule Caste or Schedule Tribe and three years in the case of Other Backward Classes candidates. Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.	No Change
7.	Educational and other qualifications required for direct recruitment	i. 12 th class pass or equivalent qualification from a recognised Board or University ii. Skill Test Norms: Dictation: 10 minutes @80 w.p.m. Transcription: 50 minutes (English) 65 minutes (Hindi) (On computer).	i. 12 th class pass or equivalent qualification from a recognised Board or University. ii. Skill Test Norms: Dictation: 10 minutes @80 w.p.m. Transcription: 50 minutes (English) 65 minutes (Hindi) (On computer).	No Change
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	No Change

9.	Period of probation, if any	Two years	Two years	No Change
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	Direct recruitment through Staff Selection Commission Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits in column (7).	Direct recruitment through Staff Selection Commission Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits in column (7).	No Change
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made	Not applicable	Not applicable	No Change
12.	If Departmental Promotion Committee exists, what is its composition	Group 'C' Departmental Promotion Committee, for confirmation: - 1. Director or Deputy Secretary (Administration), Ministry of Environment, Forest and Climate Change - Chairman, 2. Deputy Conservator of Forests (Central) of concerned Regional Office - Member 3. Director or Deputy Secretary (Regional Office Headquarters), Ministry of Environment, Forest and Climate Change - Member, 4. An officer belonging to Scheduled Caste or Scheduled Tribe - Member, 5. An officer belonging to Minority Community-Member.	Group 'C' Departmental Promotion Committee, for confirmation: - 1. Director or Deputy Secretary (Administration), Ministry of Environment, Forest and Climate Change - Chairman, 2. Deputy Inspector General of Forests or Assistant Inspector General of Forests or Head of the Office of concerned Regional Office - Member 3. Director or Deputy Secretary Deputy Inspector General of Forests or Assistant Inspector General of Forests , RoHQ Ministry of Environment, Forest and Climate Change - Member, 4. An officer belonging to Scheduled Caste or Scheduled Tribe - Member, 5. An officer belonging to Minority Community-Member.	The Selection Committee has been proposed as per the existing nomenclature of the post.
13.	Circumstances in which Union Public Service Commission is to be consulted	Not applicable	Not applicable	No Change

	in making recruitment			
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