



**Govt. of India, Ministry of Defence  
Directorate General, Defence Estates**

Raksha Sampada Bhawan

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No. 104/7/ADM/DE/HT (FMS - 68691)

19 Sept, 2022

To,

The Principal Director,  
Defence Estates, Ministry of Defence  
Central/Eastern/Northern/ Southern/South-Western/Western Command  
Lucknow/Kolkata/Jammu/Pune/Jaipur/Chandigarh

The Director, NIDEM, Delhi Cantt.

Subject : **FRAMING OF RECRUITMENT RULES (RRs) FOR HINDI  
TYPIST (GROUP 'C' POSTS) IN DEFENCE ESTATES  
ORGANISATION**

Defence Estates Organisation is under process of framing Recruitment Rules (RRs) for the post of Hindi Typist (Group 'C' Non-Gazetted) in Defence Estates organisation.

2. In accordance with DoP&T O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Defence Estates Recruitment Rules (RRs), 2022 for the post of Hindi Typist (Group 'C' Non-Gazetted), is being uploaded on official website of DGDE on 19.09.2022.

3. It is requested to communicate the same to all Dte./DEOs/CEOs/ADEOs under your jurisdiction so that comments of all stakeholders on the proposed "Defence Estates Hindi Typist (Group 'C' posts), Recruitment Rules, 2022" (if any), may be obtained within 30 days from the date of issuance of this letter.

4. The comments may be forwarded to the undersigned on expiry of 30 days for further necessary action.

(Amit Kumar)

Dy. Director General (Adm)  
for Director General, Defence Estates

**Encl: As above**

**Internal Copy to:**

DGDE (IT Cell) : For kind information alongwith request to upload the copy of draft *Defence Estates Hindi Typist (Group 'C' posts), Recruitment Rules, 2022*, on official website of DGDE

Exe. PPS to DGDE : For information

GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the September, 2022

**S.R.O.....**In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Hindi Typist in Defence Estates Organization, under Ministry of Defence, namely:-

**1. Short title and commencement.** -

(1) These rules may be called the Defence Estates Organisation Hindi Typist (Group 'C') Recruitment Rules, 2022.

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

**2. Number of Post, Classification and Level in the Pay Matrix.** - The number of posts, their classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to this rule.

**3. Method of Recruitment, age limit, qualifications, etc.** - The method of recruitment to the said posts, age limit, qualifications and other matters related thereto shall be as specified in 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 the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under 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 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 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, Other Backward Classes, Ex-Servicemen, Ex-Agniveers 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	Number of post	Classification	Level in the Pay Matrix	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
Hindi Typist	24* (2022) Subject to variation dependent on workload.	General Central Service (Group 'C' Non-Gazetted, Ministerial)	Level 2 (₹19,900 - ₹63,200)	Non-selection	Between 18 to 27 years of age.  (relaxable for Government servants upto 40 years (45 years for SC/ST) in accordance with the instructions or orders issued by the Central Government)  (3 years' age relaxation for ex-Agniveers and 05 years' age relaxation for the first batch of Agnipath scheme)

(relaxation of upper age limit in other categories as in accordance with the guidelines/instructions/orders issued by Government from time to time.

Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
(i) 12 <sup>th</sup> Class or equivalent from a recognised Board or University;	Not applicable	Two years
(ii) Skill Test shall be conducted only on Computer and norms for the same is as under:  A typing speed of 30 words per minute in Hindi. (30 words per minute correspond to 9000 key depressions per hour)		
<b>Method of recruitment:</b> whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	
(10)	(11)	
By Direct recruitment	Not applicable	
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment	
(12)	(13)	
Departmental Promotion Committee consisting of:	Not applicable	
(i) Additional Director General, Defence Estates (Administration) —Chairman		
(ii) Deputy Director General, Defence Estates (Administration) —Member		
(iii) Under Secretary to the Govt. of India or an Officer not below this rank of Ministry of Defence (Outside Department) —Member		

[File No. \_\_\_\_\_]

\_\_\_\_\_ Under Secretary