

Government of Karnataka

**THE KARNATAKA CIVIL SERVICES (RECRUITMENT TO THE POSTS
OF STENOGRAPHERS AND DATA ENTRY ASSISTANTS) RULES, 1983.**

(AS ON 31.05.2021)

Department of Personnel and Administrative Reforms

(Service Rules)

THE KARNATAKA CIVIL SERVICES (RECRUITMENT TO THE POSTS OF STENOGRAPHERS AND DATA ENTRY ASSISTANTS) RULES, 1983.

DPAR 27 SCR 1983. Dated: 10th May 1983

AMENDMENTS

- 1. DPAR 58 SCR 2012, Dated: 05.09.2015
(Amendment of Rule 3B)**
- 2. DPAR 7 SCR 2014, Dated : 15.12.2015
(Amendment of Rule 3)**
- 3. DPAR 204 SCR 2018, Dated: 26.09.2019
(Amendment of Rule 3 and Substitution of Rule 3F)**
- 4. DPAR 105 SCR 2017, Dated: 24.03.2021**

(Substitution of the expression Typists, Amendment of Rule 2, Substitution of Rule 3, Amendment of Rule 3B, 3C, Substitution of the words “Physically handicapped and Insertion of Annexures)

GOVERNMENT OF KARNATAKA

KARNATAKA CIVIL SERVICES (Recruitment to the Posts of Stenographers and Data Entry Assistants) Rules, 1983.

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

(Amended as on 31st May 2021)

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 Data Entry Assistants) 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 **Data Entry Assistants** 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 Governments 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 21.02.1986
2. Substituted vide Notification No. DPAR 57 SCR 86, dated 09.09.1986
3. Substituted vide Notification No. DPAR 79 SCR 87, dated 28.12.1987
4. Inserted vide Notification No. DPAR 29 SCR 2003, dated 21.06.2004
5. Substituted vide Notification No. DPAR 37 SCR 92, dated 02.06.1995

2.1[Method of direct recruitment : -

“(1) Direct Recruitment to the post of Stenographers and Data Entry Assistants under these rules shall be as follows:-

(a) Every person who is not disqualified under the Karnataka State Civil Services (General Recruitment) Rules, 1977 shall be eligible to apply for direct recruitment to the cadre of Stenographers and Data Entry Assistants, if he has passed the qualifying examinations specified in rule 3. These qualifying examinations shall only be a eligibility criteria and the marks in the qualifying examinations is not considered in the selection process.

(b) The Selecting Authority shall conduct a competitive examination to these candidates as specified in Annexure-I of these rules as per the syllabus specified in Annexure-II and prepare a merit list in the ratio of 1:5 and the candidates selected in the merit list shall be eligible for the Skill Test.

(c) The Selecting Authority shall conduct a Skill Test to the candidates as specified in Annexure-III in respect to the post of Stenographers and Annexure-IV in respect to the post of Data Entry Assistants as per the merit list prepared as specified in (b) above. The candidates who secures fifty percent and above in the Skill Test shall be eligible for further consideration in the selection list. The selection list shall be prepared in the order of merit determined on the basis of total marks secured by the candidates in the skill test.

(d) The selection of candidates shall be made taking into consideration the orders in force relating to reservation of appointments and posts for the persons belonging to the Scheduled Castes, the Scheduled Tribes, other Backward Classes and others as per orders or rules governing reservations. If two or more candidates have secured equal marks in the Competitive Examination or Skill Test, the order of merit among such candidates shall be fixed on the basis of their age, the person 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.]

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1. Substituted Vide Notification No. DPAR 25 SCR 87(II), dated : 06.04.1987
 2. Substituted Vide Notification No. DPAR 07 SCR 2014 , dated 15.12.2015
 3. Substituted Vide Notification No. DPAR 105 SCR 2017, dated: 24.03.2021.

3. Academic qualification of candidates:- The qualification prescribed to the post of Stenographers and Data Entry Assistants are as under:-

- (1) **In respect of Stenographers:-**He must have passed,-
 - (a) PUC or possess an equivalent qualification; and
 - (b) Senior Typewriting and Senior Shorthand Examination in Kannada conducted by the Karnataka Secondary Education Examination Board or possess an equivalent qualification; or
 - (c) Diploma in Commercial Practice with Kannada Typewriting and Kannada Shorthand or possess an equivalent qualification.
- (2) **In respect of Data Entry Assistants:-** He must have passed,-
 - (a) PUC or possess an equivalent qualification; and
 - (b) Senior Typewriting Examination in Kannada conducted by the Karnataka Secondary Education Examination Board or possess an equivalent qualification; or
 - (c) Diploma in Commercial Practice with Kannada Typewriting or possess an equivalent qualification.

Note:- The above qualifications prescribed as only minimum qualifications for eligibility to apply for the above posts.

4[3A. Intimation of vacancies to the selecting authority :-

The appointing authorities in each department shall communicate the selecting authority. The number of direct recruitment vacancies in the cadres of Stenographers and **Data Entry Assistants** 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 Persons with benchmark disability.]

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1. Substituted vide Notification No. DPAR 84 SCR 84, dated: 12.02.1988
 2. Omitted vide Notification No. DPAR 86 SCR 83, dated: 07.07.1984
 3. Inserted vide Notification No. DPAR 16 2000, dated : 18.05.2002
 4. Substituted vide Notification No. DPAR 25 SCR 87 (II), dated : 06.04.1987
 5. Substituted vide Notification No. DPAR 7 SCR 2014, dated: 15.12.2015
 6. Substituted vide Notification No. DPAR 105 SCR 2017, dated 24.03.2021

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 Persons with benchmark disability and invite applications from intending candidates. Abstract of such advertisements shall be published in newspapers.

(2) Application shall be made in the form specified by the selecting authority.

"(3) Every applicant shall remit along with his application a fee as specified by the Selecting Authority:

Provided that, no fee shall be payable by a candidate belonging to the Scheduled Castes, the Scheduled Tribes and Category-I of other Backward Classes."

(4) The applicant who applies for the post of Stenographer or Data Entry Assistants for which he wishes to be considered for appointment in the order of preference. If the candidate does not prefer any service or post he may be considered for remaining unpreferred vacant posts or service.

3C. List of selected candidates:

(1) The selecting authority shall on the basis of total marks secured by the candidates in the skill test and after taking into account the orders in force relating to reservation of appointments and posts for Scheduled Castes, Schedules Tribes, Other Backward Classes, Ex-servicemen and Persons with benchmark disability, prepare a list in the order of merit of candidates 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.

1. Submitted vide Notification No. DPAR 25 SCR 87, Dated 06.04.1987

2. Inserted vide Notification No. DPAR 58 SCR 2012, Dated 05.09.2015

3. Submitted Vide Notification No. DPAR 105 SCR 2017, Dated 24.03.2021

(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.

(3) (a) The Commission shall, prepare a single additional list of candidates in the manner the select list is prepared under sub-rule (1), excluding those in the list prepared under sub-rule (1). The total number of candidates to be included in the additional list shall not exceed thirty percent of the total number of the candidates included in the list prepared under sub-rule (1).

(b) An appointing authority may seek assignment of candidates from the additional list prepared by the commission under clause (a) appoint candidates in the additional list to the extent the candidates do not report for duty within the specified or extended period of joining time, as the case may be. In such a case, a candidate to be assigned from the additional list shall belong to the same category of vertical and horizontal reservation to which the candidate who did not report for duty belonged:

Provided that, no requisition for assignment of candidates included in the additional list shall be sent by the appointing authority until all the candidates included in the list prepared under sub-rule (1) and assigned under sub-rule (2) and found suitable for appointment are issued orders of appointment.

(c) The appointing authority obtaining additional list of candidates for appointment to the posts of stenographers and Data Entry Assistants from the Commission under this sub-rule after verifying that the candidates is found suitable for appointment shall issue orders of appointment to the candidates in the order in which their names are arranged in the list sent by the Commission to the extent to the candidates from main select list do not report to duty.

(4) The selecting authority shall publish the lists prepared under sub-rule (1) and sub-rule (2) in the Karnataka Gazette and its website and such other media of publicity as it may deem fit. The selecting authority shall send copies of the lists to the appointing authorities and intimate the fact of selection to the selected candidates by registered post.

1. Substituted vide Notification No. DPAR 204 SCR 2018, Dated 26.09.2019

2. Substituted Vide Notification No. DPAR 105 SCR 2017, Dated : 24.03.2021

[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 any 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).

[3E. Reassignment of selected candidates :-

Where a candidate selected and assigned to an appointing authority for appointment to the cadre of Stenographers of **Data Entry Assistants** is not appointed for any administrative reasons, the selecting authority shall be informed by the concerned appointing authority immediately specifying the reason therefore, 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.

“3F. Period of Operation of the lists and additional list.- A list of selected candidates prepared under sub-rule (1) of rule 3C and additional list prepared under sub-rule (3) shall be in force for a period of two years from the date of its publication or the date of publication of a list prepared on the basis of the next selection, whichever is earlier.

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1. Substituted vide Notification No. DPAR 25 SCR 87, Dated 06.04.1987
 2. Substituted vide Notification No. DPAR 204 SCR 2018, Dated 26.09.2019
 3. Substituted Vide Notification No. DPAR 105 SCR 2017, Dated : 24.03.2021

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 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 Data Entry Assistants, 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[xxxxxxx] Omitted.
- (c) ³[Note] Omitted.

1. Substituted vide Notification No. DPAR 25 SCR 87, Dated 6.04.1987
2. Substituted vide Notification No. DPAR 39 SCR 85, Dated 25.07.1985
3. Substituted vide Notification No. DPAR 84 SCR 84, Dated 12.02.1988
4. Omitted Vide Notification No. DPAR 86 SCR 83, dated: 07.07.1984
5. Substituted vide Notification No. DPAR 105 SCR 2017, Dated 24.03.2021

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-

- (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 Data Entry Assistants 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 Data Entry Assistants 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 06.04.1987

2. Substituted Vide Notification No. DPAR 105 SCR 2017, Dated 24.03.2021

Annexure-I
(see rule-2)

Model for Competitive Examination

- (a) **The Competitive examination shall consist of the following subjects to the post of Stenographer and Data Entry Assistant:-**

Scheme of Exam:

Sl. No.	Subject	No. of Questions	Maximum Marks	Exam Duration
1.	General Knowledge	25	25	90 Minutes
2.	General Kannada	25	25	
3.	General English	25	25	
4.	Computer Knowledge	25	25	
Total		100	100	

- (b) Question paper shall be of objective type Multiple Choice only.
(c) There shall be negative marking of 0.25 marks for each wrong answer.

Annexure-II
(see rule-2)

Competitive Examination Syllabus for Direct Recruitment to the posts of Stenographer and Data Entry Assistant

(1) General Knowledge: (Maximum Marks-25)

(a) General Intelligence:-

Analogies, Similarities and differences, Space Visualization, Problem Solving, Analysis, Judgment, Decision making Visual memory, Discriminating observation, Relationship concepts, Arithmetic reasoning, Verbal and Figure Classification, Arithmetical number series, Non-verbal series etc, Abstract ideas and symbols, Relationship, arithmetic computation, analytical functions of abstract ideas and symbols.

(b) General Awareness:-

Matters of Every Day Observation, Indian History with special reference to Karnataka, Indian Geography with special reference to Karnataka, Indian Constitution, State and Regional Administration, Awards and Honors, Economic development in Karnataka, Days and Events, Books and

2	Kannada Typing Speed	34 WPM	1700 Letters *** (5 Letters 01 Word -34*5*10M)	10 Minutes	-	Computer (Edit and Spell check should be disabled)	100	50*
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Note:-

* Maximum marks 200 and Eligibility Marks 100.

** Test Syllabus Question Paper have 3+2 Minutes two portions, and first portion shall have dictation regarding simple current issues and second portion shall have letter correspondence related questions.

*** 5 letters per word for a period of 10 minutes (having 2-3 paras) total 1700 letters question paper shall be there.

**Annexure –IV
(see rule-2)**

**Skill Test Syllabus for direct recruitment to the post of Data Entry Assistant
Skill Test:**

Test	Speed	Text	Time	Transcription Time	Method of Test	Marks	Eligibility Marks *
Kannada Typing Speed	34 WPM	1700 Letters ** (5 Letters 01 Word -34*5*10M)	10 Minutes	-	Computer (Edit and Spell check should be disabled)	100	50*

Note:-

* Maximum marks 100 and Eligibility Marks 50.

** 5 letters per word for a period of 10 minutes (having 2-3 paras) total 1700 letters question paper shall be there."

