Annexure

1	a) Name of the post	Assistant Sub-Inspector (Shorthand Reporter)
2	b) Name of the Ministry/Department	Delhi Police
	Date of notification of the original rules and subsequent amendments.	No. F.10 (52)/80-HP/Estt./Vol.(I), dated 31.12.1980. F.10/45/83-Home (P)/Estt. dated 05.09.1985. F/16/4/2015/HP-I/Estt. /8365 to 8367 dated 29.02.2016.

Name of the post	Number of posts	Classification of post	Level in the pay Matrix
1	2	3	4
Assistant Sub-Inspector (Shorthand Reporter)	**04* (2024)** *Subject to variation dependent on work load	Group-C, Non-Ministerial, Non Gazetted	'Level-5' (29200-92300) of the Pay Matrix

Whether Selection or Non-Selection post	Age limit for direct recruits
5	6
Not - Applicable	Between 18 to 25 years. Relaxable by 05 years for: (i) S. C. /S. T. & departmental candidates. (ii) For Ex-serviceman as per rules of GOI.

Educational and other qualifications required for the direct recruits
7
Educational qualification: (a) Higher Sec. or equivalent. (b) **Professional attainments:** Hindi shorthand : 80 words per minute. Hindi typing : 25 words per minute. (c) Computer knowledge (M.S office, Data Analytics). (d)The candidate should be of sound health, free from disease, defect or deformity. **Note:** A skill test will be conducted for the above mentioned (b) and (c) by the Competent Authority.

Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
8	9
Not Applicable	2 years

Method of recruitment, 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
100% by Direct Recruitment	Not Applicable

If a Departmental Promotion Committee exists, what is its composition.
12
Group-C Departmental Confirmation Committee (for considering confirmation) consisting of :- 1. Additional Commissioner of Police/Establishment - Chairman 2. DCP /Establishment – Member 3. DCP concerned District/Unit -Member

Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
13
Not Applicable

18/11/24

Deputy Secretary (Home-1)