

U.P. Jail Ministerial and Commercial Service Rules, 1983

UTTAR PRADESH

India

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Rule

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U.P. Jail Ministerial and Commercial Service Rules, 1983Published vide Notification No. 1522/22-82-1366-61, dated 8th February, 1983 and published in the U.P. Gazette, Part 4, Section (Ka), dated 8th February, 1983In exercise of the powers conferred by the provision to Article 309 of the Constitution and in supersession of all existing rules and orders on the subject, the Governor is pleased to make the following rules regulating recruitment and condition of Service of persons appointed to the Uttar Pradesh Jail Ministerial and Commercial Service :

Part I – General

1. Short title and commencement.

(1)These Rules may be called the Uttar Pradesh Jail Ministerial and Commercial Service Rules, 1983.(2)They shall come into force at once.

2. Status of the Service.

- The Uttar Pradesh Jail Ministerial and Commercial Service is a non-gazetted service comprising of Group 'C' posts.

3. Definitions.

- In these rules, unless there is anything repugnant in the subject or context,-(a)"Appointing authority" means the Inspector-General of Prisons, Uttar Pradesh;(b)"Citizen of India" means a

person who is or is deemed to be a citizen of India under Part II of the Constitution;(c)"Constitution" means the Constitution of India;(d)"Government" means the State Government of Uttar Pradesh;(e)"Governor" means the Governor of Uttar Pradesh;(f)"Member of the Service" means a person substantively appointed under these rules or the rules or orders in force prior to the commencement of these rules, to a post in the cadre of the Service;(g)"Service" means the Uttar Pradesh Jail Ministerial and Commercial Service;(h)"Substantive appointment" means an appointment, not being an ad hoc appointment, on a post in the cadre of the Service made after selection in accordance with the rules, and if there are no rules, in accordance with the procedure prescribed for the time being by executive instructions issued by the Government;(i)"Year of recruitment" means a period of twelve months commencing from the first day of July of calendar year.

Part II – Cadre

4. Cadre of Service.

(1)The strength of the Service and of each category of posts therein shall be such as may be determined by the Governor from time to time.(2)The strength of the Service and of each category of posts therein shall, until orders varying the same are passed under sub-rule (1), be as given in Appendix 'A':Provided that-(i)the appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation;(ii)the Governor may create such additional permanent or temporary posts as he may consider proper.

Part III – Recruitment

5. Sources of recruitment.

- Recruitment to the various categories of posts in the Service shall be made from the following sources :A-Office of the Inspector-General of Prisons

1. Superintendent, Grade-I.-By promotion from amongst the permanent Superintendents, Grade-II.

2. Superintendent, Grade-II.-By promotion from amongst the permanent Senior Assistants.

3. Senior Assistant.-By promotion from amongst the permanent senior clerks.

- 4. Senior clerk.-By promotion from amongst the permanent junior clerks.**
- 5. Junior clerk: (i) 90 per cent of the vacancies by direct recruitment.**
- 6. Typist : (ii) 10 per cent of the vacancies by promotion from amongst Group 'D' employees.**
- 7. Stenographer, Grade-I.-By promotion from amongst the permanent Stenographers, Grade-II.**
- 8. Stenographer, Grade-II.-(i) One post by promotion from amongst the permanent Stenographers, Grade-III; provided that if suitable Stenographer, Grade-III is not available for promotion the post may be filled by direct recruitments.**

(ii) Remaining posts by direct recruitment.
- 9. Stenographer, Grade-III.-By direct recruitment.**
- 10. Senior Auditor.-By promotion from amongst permanent auditors :**

Provided that if a suitable candidate for the post of Senior Auditor is not available a candidate may be obtained on transfer from the Local Fund Accounts, U.P., for a 5 year term.
- 11. Auditor.-By direct recruitment.**

B-Other Jail Staff

- 1. Stenographer, Grade-III.-By direct recruitment.**
- 2. Senior Assistant.-By promotion from amongst the permanent senior clerks.**
- 3. Senior clerk.-By promotion from amongst the permanent junior clerks and typists.**
- 4. Junior clerk.-By direct recruitment.**

5. Typist.-By direct recruitment.

6. Accounts clerk.-By direct recruitment.

C-Jails Depot, Lucknow

1. Manager, Jail's Depot.-By promotion from amongst the permanent salesman; provided that if suitable salesman is not available for promotion the post may be filled up by direct recruitment.

2. Salesman.

3. Clerk Cum-Store Keeper.-By direct recruitment.

6. Reservation.

- Reservation for the candidates belonging to Scheduled Caste, Scheduled Tribes and other categories shall be in accordance with the orders of the Government in force at the time of recruitment.

Part IV – Qualifications

7. Nationality.

- A candidate for direct recruitment to a post in the Service must be-(a)a citizen of India; or(b)a Tibetan refugee who came over to India before January 1, 1962 with the intention of permanently settling in India; or(c)a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government:Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector-General of Police, Intelligence Branch, Uttar Pradesh :Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in Service beyond a period of one year shall be subject to his acquiring Indian citizenship.Note.-A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

8. Academic qualifications.

- A candidate for direct recruitment to the various posts in the Service must possess the following qualifications :Auditor:(1)Bachelor's Degree from any recognized University.(2)Working knowledge of Hindi in Devnagri script.(3)Preferential.-Due weight will be given for any technical qualification possessed by the candidate.Jail Accounts Clerk :(1)Bachelor's Degree in Commerce from a recognized University.(2)Working knowledge of Hindi in Devnagri script.Salesman-Jails Depot :(1)Must have passed the Intermediate examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognized by the Government as equivalent thereto.(2)Atleast three years' experience of sales work in a firm or a Government Department.(3)Working knowledge of Hindi in Devnagri script.Stenographer, Grades II and III :(1)Must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognized by the Government as equivalent thereto.(2)Minimum speed of 80 and 30 words per minute in Hindi Shorthand and typewriting respectively.(3)Working knowledge of Hindi in Devnagri script.(4)Other things being equal, preference will be given to persons having knowledge of English Shorthand and typewriting also.Junior clerk, clerk-cum-store-keeper and typist:Must possess the educational qualification as prescribed in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1975 as amended from time to time.

9. Preferential qualifications.

- A candidate who has-(i)served in the Territorial Army for a minimum period of two years, or(ii)obtained a 'B' certificate of National Cadet Corps.shall, other things being equal, be given preference in the matter of direct recruitment.

10. Age.

(1)A candidate for direct recruitment to a post of Junior Clerk and typist in the Office of Inspector-General, Clerk-cum-Store-keeper and Salesman, Jails Depot, Clerk and Typist of District Jail Staff must be within the age limit prescribed in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1975.(2)A candidate for direct recruitment to the remaining posts must have attained the age of 21 years and must not have attained the age of more than 28 years on January 1 of the year in which recruitment is to be made, if the posts are advertised during the period January 1 to June 30 and on July 1, if the posts are advertised during the period July 1 to December 31 :Provided that the upper age-limit in the case of candidate belonging to Scheduled Caste, Scheduled Tribes and such categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.

11. Character.

- The character of a candidate for direct recruitment to a post in the Service must be such as to render him suitable in all respects for employment in Government service. The appointing authority

shall satisfy itself on this point. Note.-Persons dismissed by the Union Government or a State Government or a Local Authority or by a Corporation or body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the Service. Persons convicted of an offence involving moral turpitude shall also be ineligible.

12. Marital status.

- A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the Service :Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

13. Physical fitness.

- No candidate shall be appointed to a post in the Service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment he shall be required to produce a Medical Certificate of fitness in accordance with the rules framed under Fundamental Rule 10 contained in Chapter III of the Fundamental Handbook, Volume II, Part III:Provided that a medical-certificate of fitness shall not be required from a candidate recruited by promotion.

Part V – Procedure for Recruitment

14. Determination of vacancies.

- The appointing authority shall determine and notify to the Employment Exchange, in accordance with the Rules and Orders for the time being in force the number of vacancies to be filled during the course of the year by direct recruitment as also the number of vacancies to be reserved for candidates belonging to the Scheduled Caste, Scheduled Tribes and other categories under Rule 6.

15. Procedure for direct recruitment.

(1)For the purpose of direct recruitment, there shall be constituted a selection committee comprising-(i)The Inspector-General of Prisons.(ii)The Additional or Deputy Inspector-General of Prisons nominated by the Inspector-General of Prisons.(iii)The Senior Finance and Accounts Officer of the Office of Inspector-General of Prisons in case of Selection of Jail Accounts Clerks, Senior Auditor and Auditors and Superintendent of Central Prisons, to be nominated by the Inspector-General of Prisons in case of other posts.(2)The Selection Committee shall scrutinize applications and require the eligible candidates for the posts of Stenographer, Jail Account's Clerk, Auditor, Junior Clerk, Typist, Clerk-cum-Store-keeper, Manager, Jail's Depot, and Salesman, Jail's Depot to appear in a competitive examination. Note.-The syllabus and procedure for competitive examination is given in Appendix 'B'.(3)After the marks obtained by the candidate in the written test have been tabulated, the selection committee shall, having regard to the need for securing the

representation of the candidates belonging to Scheduled Castes, Scheduled Tribes and other categories in accordance with Rule 6, call for interview such number of candidates-as, on the result of the written examination, have come up to the standard fixed by the committee in this respect. The marks awarded to each candidate in the interview shall be added to the marks obtained by him in the written test.(4)The Selection Committee shall prepare a list of candidates in order of merit, as disclosed by aggregate of marks obtained by them in the written test and interview. If two or more candidates obtain equal marks, the candidate obtaining higher marks in the written test shall be placed higher.(5)Recruitment to the post of junior clerk and typist shall be in accordance with the procedure laid down in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1975 as amended from time to time.

16. Procedure for direct recruitment to the post of junior clerks and typist.

(1)Recruitment by promotion shall be made on the basis of seniority subject to rejection of the unfit through the Selection Committee constituted under Rule 15.(2)The appointing authority shall prepare an eligibility list of the candidates, arranged in order to seniority, and place it before the selection committee along with their character rolls and such other record pertaining to them, as may be considered proper.(3)The Selection Committee shall consider the case of candidates on the basis of the records referred to in sub-rule (2) and if it considers necessary, it may interview the candidates also.(4)The Selection Committee shall prepare a list of selected candidates arranged in order of seniority and forward the same to the appointing authority.

17. Combined Select List.

- If in any year of recruitment appointments are made both by direct recruitment and by promotion, a combined select list shall be prepared by taking the names of candidates from the relevant lists, in such manner that the prescribed percentage is maintained, the first name in the list being of the person appointed by promotion.

Part VI – Appointment, Probation, Confirmation, Seniority and Grant of Selection Grade

18. Appointment.

(1)Subject to the provisions of sub-rule (2) the appointing authority shall make appointments by taking the names of candidates in the order in which they stand in the lists prepared under Rule 15, 16 or 17 as the case may be.(2)Where in any year of recruitment, appointments are to be made both by direct recruitment and by promotion, regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with Rule 17.(3)If more than one orders of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or, as the case may be, as it stood in the cadre from which they are promoted. If the appointments are made both by direct recruitment and by promotion, names shall be arranged in

accordance with the list prepared under Rule 17.(4)The appointing authority may make appointment in temporary or officiating capacity also from the list, referred to in sub-rule (1). If no candidate borne or these lists is available, he may make appointments in such vacancies from amongst persons eligible for appointment under these rules. Such appointment shall not last for a period exceeding one year or beyond the next selection under these rules, whichever be earlier.(5)Appointments in the selection grade shall be made by the appointing authority on the basis of seniority subject to rejection of the unfit in consultation with the Selection Committee constituted under Rule 15.

19. Probation.

(1)A person on appointment to a post in the Service for against a permanent vacancy shall be placed on probation for a period of two years.(2)The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date up to which the extension is granted:Provided that save in exceptional circumstances the period of probation shall not be extended beyond one year and in no circumstances beyond two years.(3)If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction he may be reverted to his substantive post, if any, and if he does not hold a lien on any post his services may be dispensed with.(4)A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.(5)The appointing authority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

20. Confirmation.

- A probationer shall be confirmed in his appointment at the end of the period of probation or the extended period of probation, if-(a)his work and conduct are reported to be satisfactory,(b)his integrity is certified, and(c)the appointing authority is satisfied that he is otherwise fit for confirmation.

21. Seniority.

(1)Except as hereinafter provided, the seniority of persons in any category of post shall be determined from the date of the order of substantive appointment and if two or more persons are appointed together by the order in which their names are arranged in the appointment order :Provided that if the appointment order specifies a particular back date with effect from which a person is substantively appointed, that date will be deemed to be the date of order of substantive appointment and, in other cases it will mean the date of issue of the order :Provided further that, if more than one orders of appointment are issued in respect of any one selection the seniority shall be as mentioned in the combined order of appointment issued under sub-rule (3) of Rule 18.(2)The seniority inter se of persons appointed directly on the result of anyone selection, shall be the same as determined by the selection committee :Provided that a candidate recruited directly may lose his

seniority if he fails to join without valid reasons when vacancy is offered to him. The decision of the appointing authority as to the validity of reasons shall be final.(3)The seniority inter se of persons appointed by promotion shall be the same as it was in the cadre from which they were promoted.(4)Where appointments are made both by promotion and direct recruitment or from more than one source and the respective quota of the sources is prescribed, the inter se seniority shall be determined by arranging the names in a combined list in accordance with Rule 17 in such manner that the prescribed percentage is maintained.

Part VII – Pay Etc.

22. Scale of pay.

(1)The scales of pay admissible to persons appointed to the various categories of posts in Service, whether in a substantive or officiating capacity or as a temporary measure shall be such as may be determined by the Government from time to time.(2)The scale of [pay] [See now Revised Pay Scale.] at the time of the commencement of these rules are given as follows :A. Office of the Inspector-General of Prisons, U.P.

Name of Post	Scale of Pay
1. Superintendent Grade I	... 625-30-835-E.B.-30-925-35-1,065-E.B.-35-1,240-E.B.-40-1,360.
2. Superintendent Grade II	... 570-25-770-E.B.-30-980-E.B.-30-1,100.
3. Senior Assistant	... 515-15-590-18-626-E.B.-18-680-20-780-E.B.-20-860.
4. Senior Clerk	... 430-12-490-15-520-E.B.-15-640-E.B.-15-685.
5. Junior Clerk	... 354-10-424-E.B.-10-451-12-514-E.B.-12-550.
6. Typist	... 354-10-424-E.B.-10-454-12-514-E.B.-12-550.
7. Stenographer Grade-I	... 570-25-770-E.B.-10-980-E.B.-30-1,100.
8. Stenographer Grade-II	... 515-15-590-18-626-E.B.-18-680-20-780-E.B.-20-860.
9. Stenographer Grade-III	... 470-15-575-E.B.-15-650-17-701-E.B.-17-735.
10. Senior Auditor	... 570-25-770-E.B.-30-980-E.B.-30-1,100.
11. Auditor	... 470-15-575-E.B.-15-650-17-701-E.B.-17-735.

B. Other Jail Staff

Name of Post	Scale of Pay
1. Stenographer Grade III	... 70-15-575-E.B.-15-650-17- 701-E.B.-17-735.
2. Senior Assistant	... 470-15-575-E.B.-15-650-17- 701-E.B.-17-735.
3. Senior Clerk	... 430-12-490-15-520-E.B.-15- 640-E.B.-15-685.
4. Junior Clerk	} 354-10-424-E.B.-10-454-12-514-E.B.-12-550.
5. Typist	
6. Account's Clerk	... 430-12-490-15-520-E.B.-15-640-E.B.-15-685.

C. Jails Depot, Lucknow

Name of Post	Scale of Pay
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1. Manager, Jail's Depot ... 515-15-590-18-626-E.B.-18- 680-20-780-E.B.-20-860.
2. Salesman } 354-10-424-E.B.-10-454-12-514-E.B.-12-550.
3. Clerk-cum-Store-Keeper

23. Pay during probation.

(1) Notwithstanding any provision in the Fundamental Rules, to the contrary, a person on probation if he is not already in permanent Government service, shall be allowed first increment in the time-scale when he has completed one year of satisfactory Service, has passed departmental examination and undergone training, where prescribed, and second increment after two years' Service when he has completed the probationary period and is also confirmed : Provided that if the period of probation is extended on account of failure to give satisfaction such extension shall not count for increment unless the appointing authority directs otherwise. (2) The pay during probation of person who was already holding a post under the Government, shall be regulated by the relevant Fundamental Rules : Provided that, if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing authority directs otherwise. (3) The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules, applicable to Government servant generally serving in connection with the affairs of the State.

24. Criteria for Crossing Efficiency Bar.

(1) No Office Superintendent shall be allowed to cross the efficiency bar unless he has exercised effective supervision and by his knowledge of rules and regulations has shown his usefulness to the Department and unless his integrity is certified. (2) No Stenographer, Grade-I shall be allowed to cross the efficiency bar unless by his efficiency he has shown his usefulness to the Department, his conduct is found to be satisfactory and unless his integrity is certified. (3) No Manager, Jail Depot shall be allowed to cross the efficiency bar unless with his knowledge of rules and regulations pertaining to his work and his efficiency he has given complete satisfaction and has made determined efforts to increase the sales of Jails Depot and his integrity is certified. (4) No Superintendent, Grade-II, Senior Assistant, Senior Clerk, Senior Auditor, Auditor, shall be allowed to cross- (i) The first efficiency bar unless by his knowledge of rules and by his efficiency his work and conduct have been found to be satisfactory and his integrity is certified. (ii) the second efficiency bar unless he has shown marked improvement in his efficiency and has exercised effective supervision (in case of persons holding the post of Superintendent, Grade II) and unless his conduct is found satisfactory and integrity is certified. (5) No Stenographers, Grade-II and III and typist will be allowed to cross- (i) the first efficiency bar unless by his efficiency his work and conduct are found to be satisfactory and unless his integrity is certified, (ii) the second efficiency bar unless he has shown marked improvement in his efficiency bar unless his integrity is certified. (6) (i) No person holding a post other than the posts covered by sub-rules (1) to (5) shall be allowed to first efficiency bar unless his work and conduct are found to be satisfactory and unless his integrity is certified, and (ii) The second efficiency bar unless he has worked diligently and to the best of his ability, his work and conduct are found to be satisfactory and unless his integrity is certified.

Part VIII – Other Provisions

25. Canvassing.

- No recommendations, either written or oral, other than those required under the rules applicable to the post or Service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

26. Regulation of other matters.

- In regard to the matter not specifically covered by these rules or special orders, persons appointed to the Service shall be governed by the rules, regulations and orders applicable generally to Government servants serving in connection with the affairs of the State.

27. Relaxation in the Conditions of Service.

- Where the State Government is satisfied that the operation of any rule regulating the Conditions of Service of person appointed to the Service causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner.

28. Saving.

- Nothing in these rules shall affect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders of the Government issued from time to time in this regard. Appendix 'A' [See Rule 14 (2)] A. Office of the Inspector-General of Prisons

		Permanent	Temporary	Total
1.	Superintendent, Grade-I	... 2	...	2
2.	Superintendent, Grade-II	... 6	...	6
3.	Senior Assistant	... 19	8	27
4.	Senior Clerk	... 18	6	24
5.	Junior Clerk	... 37	2	39
6.	Typist	2	2
7.	Stenographer, Grade-I	... 1	...	1
8.	Stenographer, Grade-II	... 6	...	6
9.	Stenographer, Grade-III	... 1	...	1
10.	Senior Auditor	... 2	1	3
11.	Auditor	... 1	2	3

B. Other Jail Staff

1.	Stenographer, Grade-III	7	7
2.	Senior Assistant	5	5
3.	Senior Clerk	51	51
4.	Junior Clerk	42	42
5.	Typist	43	43
6.	Account's Clerk	... 26	28	54

C. Jails Depot, Lucknow

1.	Manager	... 1	...	1
2.	Salesman, Jails Depot	... 1	...	1
3.	Clerk-cum-Store-keeper	... 1	...	1

Appendix 'B'[See Rule 12 (2)]Syllabus for the competitive testThe subject for the competitive test for recruitment to the various posts and the maximum marks allotted for each subject shall be as follows :A. Jail Accounts Clerk

	Subjects	Maximum Marks	
1.	General Hindi 100
2.	Arithmetic 100
3.	Book-keeping and Accountancy 100
4.	Personality Test (Interview) 50

B. Auditor

1.	General Hindi (including Essay) 100
2.	General English 100
3.	General Principles of Accounts and Audit 100
4.	General Knowledge 100
5.	Personality Test (Interview) 50

C. Salesman, Government Jail's Depot

1.	General Hindi 100
2.	Arithmetic 100
3.	General Knowledge 100
4.	Personality Test (Interview) 50

D. Syllabus for recruitment to the post of StenographerThe examination will consist of-(a)A test in Hindi and English stenography.-A passage of five minutes duration in either case will be dictated at a speed of 80 words per minute. Candidates will be required to transcribe the result on a typewriter, for which they will be allowed one hour in each case. Maximum marks in Hindi and English stenography will be 150 and 50 respectively.The passage will be selected with a view to testing not only the speed in stenography but also knowledge of idiomatic language.No candidate will be

considered to have qualified for employment if percentage of errors exceeds five, provided that the selection committee may, at their discretion, relax the tolerance of errors by not exceeding 3 per cent.(b)Hindi and English composition.-Candidates will be required to write a short essay or letter in Hindi Devanagri Script and English respectively on a subject of general interest. The paper will be of one hour's duration in each case. Maximum marks will be 100 in each case. No candidate shall be deemed to have qualified for employment unless he can secure atleast 40 percentage marks.Note.-For recruitment to the Permanent/Temporary posts, candidates will be required to pass atleast in Hindi Stenography completely and to obtain not less than 60 per cent marks in English Stenography. Preference will, however, be given to those who pass in both the languages. Candidates appointed on permanent posts, will, however, not be confirmed and those appointed on temporary posts will not be allowed to cross the efficiency bar which they are required to cross immediately after joining the post until they have passed in the English stenography as well in a subsequent test to be held by the Selection Committee.