


1.		Recruitment of 12 (twelve) posts of Stenographer Grade-II on deputation basis in the Pay Band of PB-2 Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,600/-. Period of deputation will be one year initially which may be extended upto 3 (three) years. The application must be forwarded along with complete bio-data in the prescribed proforma (Annexure-II) so as to reach the undersigned within 60 days from the date of publication of the advertisement in the Employment News.
2.	Method of Recruitment and Eligibility Criteria	<p>: By deputation. From Officers under the Central Government or State Government or Union Territories or Statutory organizations.</p> <p>(a) (i) holding analogous post on regular basis or with 8 (eight) years regular service in the Pay Band PB-1 Rs. 5,200-20,200/- + Grade Pay of Rs. 2,400/- or equivalent.</p> <p>Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government, shall ordinarily not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing of receipt of applications.</p>
3.	Job requirement	<p>: (a) To function as PA to senior officers.</p> <p>(b) Maintenance of dairy of visitors, files and dak movement registers of the Officer/Sector/Section where he/she has been attached.</p> <p>(c) Taking shorthand dictation in English and typing in the computer (English).</p> <p>(d) Maintenance of tour details of officer(s) with whom he/she has been attached.</p> <p>(e) Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/ Deputy Secretary/Director (Admn.) from time to time.</p>


 (Dr. S. Chaudhari)
 Director (Admn.) I/c