

New Delhi, 23rd July, 2024

Corrigendum

Subject: Extension of last date for submitting applications for the post of Stenographer (Hindi) to be filled on "deputation/absorption" basis in Department of Public Enterprises, Ministry of Finance – reg.

The last date for submission of applications by eligible candidates for the post of Stenographer (Hindi) in the Department of Public Enterprises, Ministry of Finance to be filled on "deputation/absorption" basis, advertised vide circular dated 12.07.2024 through circulation among all Ministries/Departments of Central Government, has been **extended upto 26.07.2024 (Friday – 18:00 hours)**. All other terms & conditions prescribed in the vacancy circular will remain unchanged.

2. Accordingly, all eligible & willing candidates may please forward their applications along with requisite documents through proper channel by 26.07.2024 (18:00 hours).



(Nitin Kumar)

Under Secretary (Admn.)

Hall No. 2, Block 14,

CGO Complex,

New Delhi-110003

Tel: 2436 0670

To

All Ministries/Departments of Central Government with the request to also circulate the above among attached/subordinate/Autonomous Bodies under their administrative control.

New Delhi, 12th July, 2024

CIRCULAR

Subject: Filling up of One post of Stenographer (Hindi) on "deputation/absorption" basis in Department of Public Enterprises, Ministry of Finance – reg.

Applications from the eligible officers are invited to fill up one post of Stenographer (Hindi) in the Department of Public Enterprises, Ministry of Finance on "deputation/absorption" basis. The post carries pay scale of Level-4 in the Pay Matrix as per 7th CPC (Grade Pay Rs. 2400).

2. Following Officers/Officials under the Central/ State /UT Governments/Attached/Subordinate/Autonomous Organization may apply: -

Hindi Stenographer with at least five years' service rendered after appointment thereto on a regular basis on post with Pay Matrix (7th CPC) Level-4 (Rs. 25500 - 81100) working under the Central/ State /UT Governments or Attached/Subordinate/Autonomous organizations of the Central/State/UT Govt. and possessing the educational qualifications as below:-

Essential:

1 0+2 from any recognized board in any State of India with Hindi as a subject.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications considered for the post.

4. Pay of the selected officer shall be fixed in the scale of the post in accordance with the rules prescribed by the Government of India from time to time.

5. The following documents are required to be sent along with the applications: -

- i). Bio-data in the prescribed proforma duly signed by the applicant and forwarded through proper channel.
- ii). Attested copies of the CR/APAR dossiers for the last five years duly attested by the Competent Authority.
- iii). Vigilance Clearance Certificate.
- iv). Integrity Certificate.
- v). A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
- vi). Cadre Clearance Certificate/ NOC from the parent organization.

6. Eligible candidates may forward their application, in duplicate, through proper channel, to the undersigned within 10 days from the date of publication of this circular. Applications received after the last date or otherwise incomplete shall not be entertained.



(Nitin Kumar)
Under Secretary (Admn.)
Hall No. 2, Block 14,
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New Delhi-110003
Tel: 2436 0670

Enclosure: Proforma

To

All Ministries/Departments of Central Government with the request to also circulate the above among attached/subordinate/Autonomous Bodies under their administrative control.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer (to be filled by the officer)
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular.	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad- hoc or Temporary or Quasi-Permanent or Permanent	
9. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
10. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale	
13. Total emoluments per month now drawn	
Basic Pay in the PB	Grade Pay
Total Emoluments	

14. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break- up details)	Total Emoluments
15. Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to i). additional academic qualifications ii). professional training and iii). work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16. Please state whether you are applying for deputation / Absorption.		
17. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____