

No.1-5/2019-NSRTC
Government of India
NATIONAL SEED RESEARCH & TRAINING CENTRE
Ministry of Agriculture and Farmers Welfare
Department of Agriculture & Cooperation & F.W
G. T. ROAD COLLECTRY FARM, P.O Industries Estates
VARANASI-221106(U.P)

It is proposed to fill up **two posts of Stenographer Grade-II Rs. 9200-34800 Grade Pay Rs. 4200/- (Pre-revised) in NATIONAL SEED RESEARCH & TRAINING CENTRE, VARANASI** a subordinate office of Ministry of Agriculture & F.W, DAC & F.W, New Delhi, Government of India on deputation (including short term contract) basis as per details given below:

Name of post: Stenographer, Grade-II

Classification : General Central Services, Group 'C' Non-Gazetted Non-Ministerial

Number of the post : 02 (two)

Pay Scale : Rs. 9200-34800 (Pre-revised)

Mode of recruitment : Deputation (Including Short Term Contract)

Eligibility :

Officials under the Central Government or State Governments or Union Territories or Agricultural Universities or Recognized Research Institutions or Autonomous Organizations or Semi-Government Organizations or Public Sector Undertakings

(a) (i) holding analogous post on regular basis in the parent cadre/Department

or (ii) with eight years services in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 5200-20200/- with Grade Pay Rs. 2400 (pre-revised) or equivalent.

(b) Qualification : (i) Matriculation or equivalent

(ii) A speed of 100 w.p.m. in Stenography (English or Hindi) in the Government office or a public body or a commercial organization of repute.

Period of Deputation:Period of deputation including period of deputation (including short term contract) 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 three years.

The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years, as on the closing date of receipt of application. The pay /allowances and terms & conditions of the official select on deputation basis will be regulated in accordance with Department of Personnel and trainings O.M No. 2/29/91-Estt.(Pay-II dated 5th January 1994 as amended from time to time.

Applications (in duplicate) for Stenographer Grade –II in the prescribed proforma as given in the Annexure-I along with complete & upto date confidential report of last five years (photocopies of the ACRs/APARs are to be got attested by an officer not below the rank of Under Secretary to the Government of India of eligible officials who could be spared in the event of their selection, may be forwarded to **the Director, National Seed Research and Training Centre, Government of India, Ministry of Agriculture & F.W, DAC& F.W, G.T. Road Collectry Farm P.O Industrial Estates Varanasi -221106 U.P** within 60 days from the date of issue of this advertisement while forwarding the applications it may also be verified and certified that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on them during last 10 years. it may also be noted that application received without the Confidential Report , Vigilance Clearance, integrity Certificate and a statement of major/minor penalty, if any, imposed on the officials during the last 10 years or otherwise found incomplete, will not be considered.

(Dr. Arvind Nath Singh)
DIRECTOR
Tel No 0542-2370222

ANNEXURE-I

APPLICATION FOR THE POST OF

1. Name & Address (in block letter)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualification
5. Whether educational qualification 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.

QUALIFICATION/ EXPERIENCE
REQUIRED

QUALIFICATIONS /EXPERIENCE POSSESSED
BY THE OFFICIAL

ESSENTIAL:-

- 1)
- 2)
- 3)

DESIRABLE:-

- 1)
- 2)
- 3)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of employment in the chronological order.
Enclose a separate sheet, duly authenticated by you signature, if the space below is insufficient.

| Office/Insttn/Orgn. post held from to | Scale of pay and basic pay therein | Nature of duties performed |
|---------------------------------------|------------------------------------|----------------------------|
|---------------------------------------|------------------------------------|----------------------------|

8. Nature of present employment i.e ad-hoc or Temporary or quasi- permanent or permanent.
9. In case, the present employment is held on Deputation/Contract basis, please state:
 - a. The date of initial appointment
 - b. Period of appointment on deputation/contract
 - c. Name of the parent official /organization to which you belong
10. Additional details about present employment, Please state whether working under :-
 - a. Central Government
 - b. State Government
 - c. Autonomous or Statutory Organization
 - d. Public Sector undertakings
 - e. Universities
 - f. Recognized Research Institutions
11. Are you in the revised scale of pay if yes, give the date from which the revision work place and also indicate the pre-revised scale.
12. Present Post held date of which and scale of pay and Basic pay and total emoluments, per month now drawn.
13. Additional information, if any, which you would like to mention in support of you suitability for the post.
Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST/OBC
15. Remarks.

Date.....

Signature of the candidate.....
Name.....
Address.....
Telephone Number officer.....
Residence..... Mobile.....

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

2. Certified that the particulars furnished by..... are correct and he/she possesses educational qualifications and experience mentioned in the advertisement.

Also certified that:

- i) There is no vigilance case pending/contemplated against him/her
- ii) His complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India are enclosed.
- iii) His integrity is beyond doubt.
- iv) No major/minor penalties has been imposed on him during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

[Strike out which is not application]

Dated :
Place:

Signature
Name & Designation of the Employer
(with stamp)