

**Govt of India**  
**Ministry of Defence**  
**Directorate General National Cadet Corps**  
**West Block-IV, R.K. Puram, New Delhi-110 066**

**FILLING UP OF THE POST OF STENOGRAPHER GRADE-I (GROUP 'B' NON GAZETTED) AT NCC DIRECTORATE KERALA & LAKSHADWEEP, TRIVANDRUM AND NCC DIRECTORATE UTTAR PRADESH, LUCKNOW**

1. It is proposed to fill up two posts of Stenographer grade-I, Group 'B' Non Gazetted, Ministerial on deputation basis in National Cadet Corps, one post each at NCC Directorate Kerala & Lakshadweep, Trivandrum and NCC Directorate Uttar Pradesh, Lucknow.
2. The period of deputation will be for one year in the first instance which can be extended by one more year at a time upto a maximum of three years depending on the organizational requirement. The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment shall not ordinarily exceed three years.
3. The pay of the selected officer shall be regulated in accordance with DOP&T OM No. 06/08/2009/Estt(Pay II) dated 17 Jun 2010.
4. The essential and desirable qualifications for the post are given in Annexure-I.
5. Applications (in Duplicate) from interested and eligible candidates may be forwarded in the prescribed Proforma at Annexure-II to Director (Pers), Directorate General National Cadet Corps, West Block-IV, R.K. Puram, New Delhi-110066 alongwith the up-to-date attested copies of ACRs/APARs for the last five years within 45 days of publication of the advertisement. A certificate that no Disciplinary / Vigilance case is pending or contemplated against the officer and no major / minor penalty has been imposed on him / her for the last 5 years, be forwarded alongwith the application. Applications received after the due date or without the ACRs/APARs will not be entertained.

## **ANNEXURE-I**

1. Name of the Post : **Stenographer Grade-I**
2. Number of Post : 02 (Two)
3. Pay Scale : PB-2 (Rs. 9300-34800) with Grade Pay Rs. 4200/-
4. Likely Place of Posting : (i)NCC DTE KERALA & LAKSHADWEEP TRIVANDRUM  
(ii) NCC DTE UTTAR PRADESH, LUCKNOW
5. Eligibility Conditions : Officers of the Central Government  
Essential Qualification :
  - (a) (i) Holding analogous posts on regular basis in the parent Cadre/ Department  

OR

(ii) With ten years service in the grade rendered after appointment thereto on a regular basis in PB-1 (Rs. 5200-20200/-) with Grade Pay of Rs. 2800/- (pre-revised Pay scale of Rs. 4000-6000/-) or equivalent in the parent Cadre / Department: and
  - (b) Possessing a speed of 100 wpm in Stenography (English/Hindi)

**Note:** The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post immediately preceding this appointment in the same or some other organization or department of the Central Government should ordinarily not exceed three years. The maximum age limit for appointment on deputation should be not exceeding 56 years as on the closing date of receipt of application.

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-I  
(GROUP 'B' NON GAZETTED) AT NCC DIRECTORATE KERALA &  
LAKSHADWEEP, TRIVANDRUM AND NCC DIRECTORATE UTTAR  
PRADESH, LUCKNOW UNDER DIRECTORATE GENERAL NCC**

1. Name & Address (In Block Letters) :
2. Date of Birth (In Christian Era) :
3. Date of Retirement under Central Govt Rules :
4. Educational Qualification :
5. Whether educational & other 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**

**Qualification/Experience  
Possessed by the Officer**

**Essential:** (a)

(b)

6. Proficiency in Stenography (English/Hindi)

7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:-

(a) Office/Institution/Organisation

(b) Post Held

(c) From

(d) To

(e) Scale of Pay + Grade Pay & Pay in the Pay Band

(f) Nature of duty

(g) Nature of present employment i.e ad-hoc or temporary or permanent

(h) In case the present employment is held on deputation/contract basis please state:-

(i) The date of initial employment

(ii) Period of appointment on deputation/contract.

(iii) Name of the parent office organisation to which you belong.

8. Are you in revised pay scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
9. Total emolument's per month now drawn.
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether you belong to SC/ST/OBC.
12. Remarks

Signature of the Candidate  
Address  
Date:

**(TO BE FILLED UP BY THE FORWARDING AUTHORITY)**

Office of.....No.....date.....

1. Certified that the particulars given above are true and have been verified from the office records.
2. The applicant, if selected, will be relieved immediately.
3. The up-to-date ACRs/APARs dossier of the applicant is enclosed.
4. It is certified that no vigilance/disciplinary case is pending or contemplated against Sh/Smt/Km.....during the past five years.
5. It is also certified that no minor/major penalty was imposed on Sh/Smt/Km.....during the past five years.
6. Full address of the office for sending communications.

Signature.....

Name with Designation.....

Telephone number.....