

**F No.A-50011/19/2015-Admn**  
**Government of India**  
**Ministry of Textiles**  
**Office of the Development Commissioner (Handicrafts)**

West Block 7, R.K. Puram,  
New Delhi – 110066.  
Dated: 20<sup>th</sup> August, 2019

**CIRCULAR**

**Subject: - Recruitment to the post of Stenographer Grade-I in Level 6 Rs.35400-112400 on deputation basis- regarding.**

9 (Nine) posts in the cadre of Stenographer Grade-I [Group 'B' Non-Gazetted] in Level 6 Rs.35400-112400 are proposed to be filled on deputation basis from amongst the officers under Central/State Govt./Union Territories. The place of posting of these posts is as under:-

1. Office of the Development Commissioner (Handicrafts), Hqrs. Office, New Delhi – 1 posts
2. Office of the Development Commissioner (Handicrafts), Southern Regional Office, Chennai -2 posts
3. Office of the Development Commissioner (Handicrafts), Northern Regional Office, N. Delhi -1 post
4. Office of the Development Commissioner (Handicrafts), Central Regional Office, Lucknow – 2 post
5. Office of the Development Commissioner (Handicrafts), Western Regional Office, Mumbai -1 post
6. Office of the Development Commissioner (Handicrafts), Eastern Regional Office, Kolkata -1 post
7. Office of the Development Commissioner (Handicrafts), North Eastern Regional Office, Guwahati -1 posts

The period of deputation shall normally not exceed three years. The terms and conditions of the deputation will be in accordance with the Central Government rules and orders issued in this regard from time to time. The eligibility conditions for the post are given in **Annexure I**.

The application in the prescribed proforma as per **Annexure II** in respect of candidates who wish to apply for the post and who can be relieved at short notice duly accompanied by their ACR/APAR dossiers for the last five years, vigilance clearance certificates, Integrity Certificate and statement of major/ minor penalties imposed during the last 10 years may please be forwarded through proper channel so as to reach this office within one month from the date of publication of this advertisement in Rozgar Samachar/Employment News positively. Incomplete application will not be accepted.

The envelope containing application for the post must be superscribed with the words, "Application for the post of Stenographer Gr-I on deputation basis". The applications which are not accompanied by up-to-date ACR/APAR dossiers and vigilance clearance certificate etc. or received after the closing date or incomplete or are not routed through proper channel will not be entertained for consideration.

This issues with the approval of Development Commissioner (Handicrafts).

  
**(Mohan Singh Bishi)**  
**Assistant Director (Admn)**

1. Media Executive, M/o Information & Broadcasting, Directorate of Advertisement and Visual Publicity, Sochna Bhawan, 10<sup>th</sup> Floor Phase IV, Lodi Road, New Delhi alongwith 10 copies of the circular (bilingual) with the request to publish it in Employment News at an early date.
2. All Ministries/Deptt. of Government of India.
3. All Chief Secretaries of States/Union Territories.
4. All Regional Directors/Deputy Directors, Regional Office.
5. AD (MSS), Office of the DC (H), New Delhi with the request to follow up the issue with DAVP for publication of the advertisement in the Employment News at the earliest possible.
6. NIC for publicity on website.
7. Guard file.

**ANNEXURE-I**

**ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-I IN LEVEL 6 Rs.35400-112400 [PRE-REVISED PB-2 Rs.9300 - 34800 WITH GRADE PAY OF Rs.4200/-] IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS), NEW DELHI, KOLKATA, MUMBAI, LUCKNOW, CHENNAI, GUWAHATI ON DEPUTATION.**

1. Name of the Post : STENOGRAPHER GRADE-I
2. Level in the Pay matrix : Level 6 (Rs.35400-112400)
3. Essential Qualifications : **Deputation :**  
Stenographers under the Central Government or State Government or Union Territories administrations or recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory Organisations or Autonomous bodies .  
(a) (i) holding analogous post on regular basis in the parent cadre or department;  
  
or  
  
(ii) With ten years regular service in Level 4 in the pay matrix Rs. 25,500 -81100 or equivalent, in the parent cadre or department.

**Note 1:** 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, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation (Including Short Term Contract) 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 to exceed three years.

**Note 3:** The maximum age limit for appointment by Deputation shall not be exceeding 56(Fifty Six) years as on the closing date of receipt of applications.

**APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE -I IN LEVEL 6 Rs.35400-112400[PRE-REVISED PB-2 Rs.9300-34800 WITH GRADE PAY OF Rs.4200/-] IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS), NEW DELHI, KOLKATA, MUMBAI, LUCKNOW, CHENNAI, GUWAHATI ON DEPUTATION .**

1. Full Name of the candidate :  
(in capital letters)

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2. Date of Birth :  
(In Christian Era)
3. Date of retirement under Central :  
Government Rules
4. Educational Qualifications :
5. Post held
  - (a) Name of the present post :  
and Service
  - (b) Whether held on regular :  
or adhoc basis
  - (c) Date from which the :  
present post is held
  - (d) Scale of pay/Level in pay :  
matrix
  - (e) Present post :
  - (f) Name of substantive post, :  
if any
  - (g) Pay scale of substantive :  
post
  - (h) Pay last drawn against :  
substantive post
  - (i) Date of continuous Central :  
Government Service

6. Experience, if any, in the required :  
discipline/field

7. Details of service

S.No.	Name of the post held	Pay Scale	Whether on regular/ adhoc/ deputation	Name of the employer	Duration		Nature of duties performed
					From	To	
1.							
2.							
3.							
4.							
5.							
6.							

8. Whether belongs to SC/ST :

9. Special qualifications/experience, :  
if any

10. Date of return from the last :  
ex-cadre post, if any

Date :

Name of the applicant \_\_\_\_\_

Place :

Signature \_\_\_\_\_

**BY REGD. POST**

(To be filled by the office forwarding the application)

The application of Shri/Smt./Ku. \_\_\_\_\_ for the post of Stenographer Grade-I on deputation basis is forwarded to the Development Commissioner (Handicrafts), West Block 7, R.K. Puram, New Delhi – 110066 for consideration please.

The APAR dossiers of Shri/Smt./Ku. \_\_\_\_\_ containing his/her APAR's for the last five years from \_\_\_\_\_ to \_\_\_\_\_ are also sent herewith. Certified that Shri/Ms. \_\_\_\_\_ is clear from vigilance angle and no disciplinary case/proceedings are pending/contemplated against him/her.

The information furnished by Shri/Smt./Ku. \_\_\_\_\_ against Col. No.1 to 10 is correct to the best of my knowledge and belief. In the event of his/her selection for the post applied for, Shri/Smt./Ku \_\_\_\_\_ will be relieved at short notice.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Official Seal \_\_\_\_\_

F.No.

Date

Place