

Government of India  
**Ministry of Shipping**

**Dte. General of Lighthouses & Lightships**

Applications are invited from eligible and willing officers who are employed in the Central Government for appointment to the post of Stenographer Grade-I (one post) in the pay band of ₹ 9300-34800 with Grade Pay of ₹ 4200 on deputation basis. The details of posts, eligibility conditions etc. are given in Annexure I. The format of application to be submitted is at Annexure II.

Annexure-I

1. **Name of the post :** Stenographer Grade I
2. **No. of Post (s) :** 1 (One)
3. **Pay Band, grade pay or Scale of Pay :** ₹ 5500-9000 (Pre-revised) Pay Band-2, (₹ 9300-34800) Grade Pay - ₹ 4200/- (Revised)

4. **Classification of the post :** General Central Service - Group 'B' Non-Gazetted - Ministerial

5. **Method of Recruitment : Deputation:**

Officer(s) of the Central Government:

- (i) Holding analogous posts on regular basis or
  - (ii) With 5 years' regular service in the post in the scale of ₹ 5000-8000 (pre-revised) or equivalent or
  - (iii) With 10 years' service in posts in the scale of ₹ 4000-6000 or equivalent; and
- (b) possessing a speed of 100 words per minute in Stenography (English/Hindi)

**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 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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

7. **Duties :** To assist the Director General of Lighthouses & Lightships in matters pertaining to Administrative and financial sanctions for Capital/Revenue works of the Directorate, general scrutiny of Tender and work order, scrutiny of all proposals sent to the Government of India.

8. **Headquarters :** Directorate of Lighthouses & Lightships, Mumbai

9. **Period of Deputation :** Initially for a period of one year and may be extended up to three years.

10. **Last date of receiving applications :** 60 days from the date of publishing of the advertisement in Employment News/Rojgar Samachar.

Please note that:

(i) Applications must be sent in the prescribed proforma (Annexure-II) along with the required certificates and attested copies of ACRs to the Director General of Lighthouses & Lightships, Ministry of Shipping, Deep Bhavan, A-13, Sector-24, Noida, Dist Gautam Budh Nagar, UP-201301.

(ii) The officer selected will have the option to draw his/her grade pay plus deputation (duty) allowance or to have his/her pay fixed in the scale of the post in accordance with DOP&T O.M. No.2/12/87-Estt(Pay II) dated 29.04.1988, as amended from time to time.

Annexure-II

**Proforma**

1. Name and address in Block Letters :
2. Date of Birth :
3. Post held on regular basis and its scale of pay :
4. Date of regular appointment to the post :
5. Present post held (Whether ad hoc/regular/deputation) with scale of pay and date of appointment :
6. Educational qualification :
7. Whether Educational and other qualification required for the post are satisfied. :
8. Brief service particulars and experience :

Office/Instt./ Orgn.	Post held	From	To	Pay band, Grade pay or Scale of pay and present pay	Nature of duties.
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9. Are you in Revised Pay structure? If yes give the date from which the revision took place and also indicate the pre-revised scale. :

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

11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if required.

12. Whether belongs to SC/ST/OBC/PH :

Signature of the applicant.

Date:

Countersigned:  
(Employer)

**Certificate to be given by Head of Office of the Applicant**

1. Certificate of integrity
2. Vigilance Clearance Certificate.
3. Statement showing Major/Minor penalties, if any, imposed during the last ten years
4. Attested copies of ACRs/ APARs of the applicant for the last five years.

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