



Government of India
CENTRAL HINDI DIRECTORATE
Ministry of Human Resource Development
Department of Higher Education
West Block 7, R. K. Puram, New Delhi-110066

Filling up One post of Stenographer (Sr.) ST in Central Hindi Directorate, Headquarter in the pay scale of Rs. P.B.-II (9300-34800)+(Grade pay Rs. 4200/-) & 4 posts of Stenographer (Jr.) (Two Posts of Stenographer (Jr.) unreserved One post of Stenographer (Jr.) reserved for SC Head Quarter & one posts Stenographer (Jr.) for ST in Regional Office Guwahati) in the pay Band-I of Rs. (5200-20200)+Grade pay Rs. 2400/- on deputation basis.

It is proposed to fill up One post Stenographer (Sr.) S.T. & 4 Posts of Stenographer (Jr.) (Two Posts of Stenographer (Jr.) unreserved One Posts of Stenographer (Jr.) reserved for SC Head Quarter & One Posts of Stenographer (Jr.) for ST in Regional Office Guwahati) at the time of appointment. The number of posts may change. The completed applications of the willing and eligible official, who may be relieved immediately after selection, may be sent through proper channel to the Director, Central Hindi Directorate, West Block-VII, R.K. Puram, New Delhi- 110066 along with Attested Photo copy of ACR (every page) for the last 5 years, vigilance clearance and integrity certificate within 60 days from publication of this notice. The eligibility conditions and application format are available at Annexure I&II respectively. Pay of the selected officials will be fixed in accordance with Govt. of India instructions issued by DOPT from time. The deputation will be for a maximum period of three years.

Administrative Officer

1. Stenographer (Senior)- One, reserved for ST

Group 'C' Non Gazetted Ministerial post in the pay scale of PB-2 (Rs. 9300-34800/-) + grade pay Rs. 4200/-

Eligibility condition:-

- (i) Matriculation or equivalent Qualification
- (ii) 120 words per minute speed in shorthand English or Hindi.
- (iii) 40 words per minute typing speed in English or 35 words per minute typing speed in Hindi
- (iv) Adequate knowledge of English or Hindi for Hindi or English Stenographers.

Desirable: At least 3 years experience Stenographer in a Govt. Department or an Organisation of repute.

2. Stenographer (Junior)- 4 Posts

[two posts of Stenographer (Jr.) unreserved, one post of stenographer (Jr.) reserved for SC Head Quarter and one post reserved for ST Regional Office Guwahati.]

Officers under the Central/State Government/Autonomous organizations (including universities and research institutions):

Eligibility criteria :

1. Holding analogous post on regular basis: or with 3 years regular service in posts in scale of pay of Rs. (5200-20200)+Grade Pay 1900/-
2. 80 words per minute in shorthand English or Hindi.
3. 35 words per minute typing speed in English or 30 words per minute typing speed in Hindi.
4. Adequate knowledge of English for stenographer and Hindi for Hindi stenographer

Proforma

Bio-Data

1. Name and Address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement :
- in the Parent organization
4. Educational Qualifications :
5. Whether educational & 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	Qualification/Experience possessed by the Officer
Essential 1	
2	
3	
Desired 1	
2.	

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 chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Institution/ Organisation	Post held	From	To	Scale of pay and Basic pay	Nature of Duties

8. Nature of present employment, i.e. adhoc & temporary or permanent.
9. In case present employment is held on deputation/contract basis, please state :
 - (a) The date of initial appointment :
 - (b) Period of appointment of deputation/contract :
 - (c) Name of the parent Office/Organisation to which you belong :
10. Additional details about present employment, please state whether working under :-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
 - (e) Universities
11. 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.
12. Total emoluments per month drawn as on date.
13. 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:
14. Whether belong to SC/ST:
15. Remarks

Signature of Candidate :
Address :

Date :
Countersigned
(Employer)

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that information furnished by the officer are correct.
2. It is certified that no disciplinary case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. It is also certified that no major or minor penalties were imposed during the last 10 years.

Head of Office

This form is also available on website: www.hindinideshalaya.nic.in