

**ELIGIBILITY CRITERIA FOR THE POST OF
STENOGRAPHER GRADE-I ON DEPUTATION BASIS**

1	Name of the post	Stenographer Grade I
2	Nos. of post	8* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400) (Pre-revised Pay Band-2, Rs. 9300-34,800/- Grade Pay Rs. 4200/-)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	<p>Officers of the Stenographer's cadre under the Central Government or State Government or Union territories:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1, Rs. 5200-20200 plus Grade Pay of Rs. 2800 or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 2400 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing following educational qualifications and experience:-</p> <p>A. Essential:</p> <p>(i) Graduate Degree from a recognized University; and</p> <p>(ii) Possessing computer proficiency.</p> <p>B. Skill Test:</p> <p>(i) Stenography speed: 10 mts @ 80 words per minute.</p> <p>(ii) Transcription: 50 minutes (English), 65 minutes (Hindi) on computer.</p>
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		<p>NOTE- 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>NOTE- 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not to exceed three years'.</p> <p>NOTE- 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.</p> <p>NOTE- 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 01.01.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which the grade pay or pay scale is the normal replacement grade without any upgradation.</p>
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will perform the duties as Personal Assistant to the Officers. ➤ Preparation of draft of all nature and disposal of routine matters pertains to the officer. ➤ Maintain files and correspondence records and carry out Stenographer duties. ➤ Draw attention, where necessary to precedents or Rules and Regulations on the subject.
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

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