

No.A-12026/2/2004-Admn.IV
Government of Kerala
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 9th January, 2004.

OFFICE MEMMORANDUM

Subject:- Recruitment to the post of Stenographer Grade III in the Regional Evaluation Office of programme Evaluation Organisation, Planning Commission at Mumbai on ad hoc deputation basis.

Services of a suitable official are required to fill the post mentioned in Annexure I on ad hoc deputation basis for a period of one year. The pay of the official selected will be regulated in accordance with the Department of Personnel & Trainings O.M. No. 2/8/97- Est. (Pay II) dated 11.03.1998 as amended from time to time.

Particulars (in duplicate) of suitable officials who are eligible, willing and can be spared, may please be forwarded to this Commission in 'Annexure II' by 15th February, 2004 at the latest. It is further requested that up-to-date character Roll Dossiers, Vigilance Clearance and Integrity Certificate of the candidates may also be sent with their particulars, failing which, it will not be possible to consider their candidature.

Yours faithfully,
Sd/-
(G.P. Grover)
Deputy Secretary to the Govt. of India
Tel. No: 2309 6768

Planning Commission
All Ministries/Departments of Central Government/State Governments/U.Ts.

Copy to Regional Evaluation Office, Mumbai (20 copies), for circulation in the Central Government / State Government offices located at Mumbai.

ANNEXURE – I

to

O.M. No.A/12026/2/2004-Admn.IV

Dated 9th January, 2004.

Post :- Stenographer Grade III (GCS Group 'C'; Non-gazetted; Ministerial) in the Regional Evaluation Office of the Programme Evaluation Organisation, Planning Commission at Mumbai.

Ministry/Department:- **Programme Evaluation Organisation, Planning Commission**

Scale of Pay :- Rs.4000-100-6000/-

Eligibility conditions:- Officers of the Central Government/State Governments/UTs:

1. (a) holding analogous posts on regular basis; or
- (b) Lower Division Clerks of Central Secretariat Clerical Services/Non-CSCS having shorthand speed of 80 words per minute (in English) and typing speed of 30 words per minute

Period of deputation : Period of ad hoc deputation will be initially for a period of one year. (The maximum age limit for appointment on deputation shall be not exceeding 56 years as on closing date of the receipt of applications).

Duties of the Post : Some of the more specific duties attached to the post of a Stenographer Grade III in Regional Evaluation Offices are:-

1. Taking dictation in shorthand and its transcription in the best manner possible.
2. Fixing up of appointment and if necessary canceling them;
3. Screening the telephone calls and the visitors in a tactful manner.
4. Keeping an accurate list of engagements, meetings etc. ad reminding the officer sufficiently in advance for keeping them up;
5. Maintaining a proper order the papers required to be retained by the officer:
6. Keeping a note of the movement of files, passed by his officer and other officers, if necessary; and
7. Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.

The above of duties is not exhaustive in nature.

ANNEXURE – II

to

No.A-12026/2/2004

Dated 9th January, 2004.

1. Name:
2. Date of Birth:
3. Educational Qualification:
4. Speed in Typing/Stenography
5. Whether possess working knowledge of:
Computer
6. Training undergone, if any:
7. Service particulars:

Dept./ Office	Post held (Specify whether regular or ad-hoc)	Period		Scale of pay of the post	Duties performed
		From	To		
1	2	3	4	5	

8. Total experience (in years and months) :
9. Whether belongs to SC/ST :

Date :

Place :

Signature of Candidate

(To be filled by the parent Office/Department)

Certified that the particulars furnished by candidate above have been verified from his/her service records and found to be correct. It is also certified that he/she is clear from vigilance angle and no major/minor penalty has been imposed on him/her. His/her ACR Dossier and Integrity Certificate are enclosed.

Date:

(Signature of the Head of Department/Authorised signatory)