

F. No. A-51/5/2022/Ad.I  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
The 13<sup>th</sup> September, 2022

**CIRCULAR**

**Subject: Inviting applications from the retired PAs/PSs of Central Govt. services for rendering their services as stenographers on monthly basis in Department of Personnel & Training- regarding.**

It is proposed to engage retired PAs/PSs of Central Govt. service to render their services as stenographers in DoPT initially for six months (can be extended further) against the vacant posts in these grades as per details given below:

1	Name of the Post	Red. PA/PS
2	Total number. of vacancies	06* [*no. of vacancies may increase/decrease as per the requirement]
3	Period of engagement	Up to March, 2023 (can be extended further)
4	Job Location	North Block (Central Secretariat) OR Lok Nayak Bhawan, Khan Market OR Old JNU Campus, New Delhi
5	Eligibility Criterion	Officers retired in the pay Level-7/8/9/10 from Central Govt. offices.
6	Age Eligibility	Should be less than 65 years
7	Experience	Knowledge of Stenography in English (Min. speed -80 wpm)  Typing Speed: 35 WPM  Efficient with use of Desktop & laptop.
8	Remuneration	Last pay drawn minus pension plus TA in terms of D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.
9	Leave	1.5 paid leave for every month
10	Working Hours	➤ Normal Office timings from 9:00 AM to 5.30 PM. ➤ Marking Biometric Attendance is mandatory ➤ May also have to devote more time than usual to meet the exigencies of work
11	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance and will be governed by D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.
12	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card may be sent to the following address:  <b>The Under Secretary (Admn.)</b>  <b>DOPT, Room No. 5, North Block, New Delhi-110001 or email at: usa@nic.in</b>
13	Last date for receipt of application	26.09.2022



(Surya Prakash)

Under Secretary to the Government of India  
Email:usa@nic.in

**Copy to:** NIC Team, North Block to upload on DOPT website.

**Proforma for inviting applications from retd. PA/PS**

1	Name of the retired personnel	
2	Last Designation held	
3	Name of the Department from where retired	
4	Date of retirement	
5	PPO No.	
6	Last Pay Drawn and Level	
7	Monthly Pension sanctioned	
8	Present Address	
9	Bank Account Details: Name of Bank: Branch: Account No.: IFSC Code:	
10	Contact No.	
11	Email ID:	
12	PAN No.	