

F. No. A-51/2/2018-Ad.I(Pt.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
The 29th December, 2021

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 three months (may 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	05* <i>[*no. of vacancies may increase/decrease as per the requirement]</i>
3	Period of engagement	Up to March, 2022 (may 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) Efficient with use of Desktop & laptop.
8	Remuneration	last pay drawn minus pension plus TA
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 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 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 to the following address: The Under Secretary(Admn.) DOPT, Room No. 5, North Block, New Delhi-110001.
13	Last date for receipt of application	15.01.2022


(Surya Prakash)

Under Secretary to the Government of India
Ph: 2309 2982

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