



**Government of India  
Ministry of communication**

**Department of Telecommunication**

**National Institute of Communication Finance**

**Ghitorni, New Delhi - 110047**

**No. 2-52/DG/Deptn Steno/PA/2016 - NICF**

**Date: .05.2017**

**Subject :- Filling of five posts of Stenographer (English) Grade-II in Level-7 in CCS (RP) Rules 2016 and one post of Stenographer (English) in Level-4 in CCS(RP) Rules 2016 on deputation basis in NICF.**

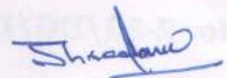
1. National Institute of Communication Finance proposes to draw panel of Stenographers for filling up 5 posts of Stenographer (English) Grade-II in Level-7 in CCS (RP) Rules 2016 and one post of Stenographer (English) in Level-4 in CCS (RP) Rules 2016 of pay matrix on deputation basis in the office of Director General, NICF, Ghitorni, New Delhi. Stenographers placed on this panel will be posted against vacancies of post of stenographer in due course according to their priority on panel.
2. The eligibility conditions for the posts of stenographers is given in the Annexure-'A'.
3. Applications are invited by DG, NICF for the post of Stenographer (English) Grade-II from the eligible stenographers working in the Ministries, Departments, Govt of India/ State Govt/ CPSUs/ SPSUs. Kindly visit [www.nicf.gov.in](http://www.nicf.gov.in) for further details.
4. The period of deputation will initially be for three years and likely to be extended for a period of five years. The pay, terms & conditions of deputation of the officers selected shall be regulated in accordance with Deptt. of Per. & Trg. OM No 06/08/2009 - Estt. (pay II) dated 17/06/2010 as amended time to time.
5. The deputationist shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central government shall ordinarily not exceed three years.

6. The application may be sent in the prescribed proforma shown in Annexure-'B' along with following documents:-

- a) Attested copies of ACR/APARs for the previous 5 years.
- b) Vigilance/Disciplinary Clearance Certificate.

7. It is requested that wide publicity may be given amongst staff working under your control. The controlling officers are requested to forward the applications of only those eligible & willing applicants who can be spared immediately on their being selected. Certificate as per Annexure-'C' duly signed by the head of the office may be sent along with applications so as to reach this office on or before 30/06/2017. Applicants will not be permitted to withdraw their application.

Encl. - As above



(Shree Ram)  
Director

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Copy forwarded for information and necessary action to.

1. All cadre controlling authorities.
2. All Ministry/Department, Government of India, New Delhi.
3. State Government

**Annexure-'A'**

**Eligibility conditions for appointment of Stenographer on deputation basis are as under:-**

- 1. Name of the Post:** Stenographer Grade - II and Steno, in the office of the DG, National Institute of Communication Finance, Ghitori New Delhi.
- 2. Scale of Pay/Pay Band :** (Rs 9300 -34800) Grade Pay 4600, L-7 under CCS (RP) Rules 2016 for Steno Grade-II and ( Rs. 5200 - 20200) Grade pay 2400, L-4 under CCS (RP) Rules 2016 for Steno
- 3. Eligibility:** (a) Steno /PA/Stenographer working under the Central Government/State Government/Autonomous Bodies on regular basis.  
(b) The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.  
(c) Preference will be given to the application having proficiency in shorthand/Website knowledge and Computer knowledge.

Sl. No.	Name of Candidate	Grade	Pay Band	Grade Pay	Remarks

9. Details of deputation held previously if any with full particulars
10. Details of Steno /PA/ Steno
11. Details of deputation held previously
12. Details of deputation held previously
13. Details of deputation held previously

Signature of  
The Controller

**PROFORMA**  
**APPLICATION FOR DEPUTATION IN THE DEPARTMENT OF**  
**TELECOMMUNICATIONS**

1. Name
2. DOB & Age
3. Whether belong to SC/ST
4. Educational Qualification
5. Post held on regular basis with scale of pay
6. Details of present post held.
  - a) Designation of the post
  - b) Scale of pay and present pay drawn
  - c) Date of appointment to the post (whether regular/adhoc/officiating)
7. Details of Employment/Experience.

Office/Inst. Orgn.	Post Held	Period	Scale of pay & Present Pay	Nature of Duties
1	2	3	4	5

8. Details of deputation held previously.  
If any, with full Particulars.
9. Choice of Station, if any
10. Contact details of controlling authority
11. Contact Number of candidate
12. Remarks, if any

Signature of  
the Candidate

**Declaration**

1. I.....hereby declare that my posting on deputation as Stenographer in the Dept. of Telecom shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in the DoT.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the Details.

Noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:

Signature of the Applicant

Place:

**Annexure-D**

The particular of the applicant have been verified from the service records of the official concerned. In the event of selection of the applicant to the post of steno Grade-II/Steno, The official will be relieved to join the duty on deputation basis.

Signature of Head Off Deptt.