

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

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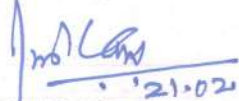
North Block, New Delhi  
The 21<sup>st</sup> February, 2019

**CIRCULAR**

**Subject: Inviting applications from the retired PA/PS 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 PA/PS of Central Govt. service to render their services as stenographers in DoPT initially for six months against the vacant posts in these grades. Their monthly remuneration would be paid on the basis of last pay drawn minus pension. No other allowances whatsoever would be payable. The engagement of such retired personnels will be purely on temporary basis which can be extended every month depending on the basis of the vacancies in respective grades.

2. The applications in the <sup>attached</sup> prescribed format (complete in all respects) are invited from the retired PA/PS of Central Govt. service along with the requisite documents, i.e., copy of PPO, Last Pay Certificate & Bank Details, within two weeks of issue of this Circular, to process their cases, accordingly.

  
(Brij Mohan)  
21.02.2019

Under Secretary to the Government of India

Ph: 2309 2982

**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	
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	