

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 12th April, 2021.

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 as per details given below:

1	Name of the Post	Retd. PA/PS
2	Total vacancies	7 <i>[no. of vacancies may increase/decrease as per the requirement]</i>
3	Period of engagement	Upto September, 2021
4	Job Location	North Block (Central Secretariat) OR Lok Nayak Bhawan, Khan Market OR Old JNU Campus, New Delhi
5	Elegibility Criterion	Officers retired in the pay Level-7/8/9/10 from Central Govt. Deptts. as PA/PS.
6	Age Elegibility	Should be less than 65 years as on 30.09.2021.
7	Experience	Knowledge of Stenography in English (Min. speed -80 wpm) Efficient with use of Desktop & laptop.
8	Remuneration	last pay drawn minus pension + TA
9	Leave	1.5 paid leave for every month
10	Working Hours	➤ Normal Office timings from 9:00 AM to 5.30 PM. ➤ May also have to devote more time than usual to meet the exigencies of work, if required.
11	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance.
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, Adhar 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	20.04.2021

Encl: As stated.


(Surya Prakash)

Under Secretary to the Government of India

Email: usa@nic.in

Signed - 12/04/21
AC
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 & 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.	

Documents required:

- I. PAN card
- II. Adhar Card
- III. PPO
- IV. Bank Detail