

HQ NORTHERN COMMAND

PIN-908545, C/O 56 APO

Annexure-I

1. Applications are invited for the post of **Stenographer Gde-I** in Headquarters Northern Command, Adm Branch. The vacancies are to be filled up by Deputation including Short Term Contract basis. Eligible candidates may submit their application in prescribed format as per Annexure-II through proper channel alongwith copy of Cadre Clearance/ NOC, Experience Certificate, Educational Qualification Certificate, last Five (05) years ACRs/ APARs, Integrity & Vigilance Clearance Certificate to Headquarters Northern Command within 30 days from the date of publication of advertisement in the Employment News. The details of posts are given below :-

Name of the Post	No. of vacancies and place of posting		Pay Level & Grade Pay Pre-revised pay scale	Qualification and Experience
	No.	Place		
Stenographer Gde-I	08	Udhampur	Level-6 (35,400-1,12,400) Grade Pay-4200 (Pre-revised)	Officers holding post of Stenographer under the Central Government or State Government or UTs or Public Sector Undertaking or Recognized Research Institute or University or Semi-Government or Statutory or Autonomous Organisation, holding analogous posts on regular basis in the parent cadre or department or with ten years regular service rendered after appointment thereto on a regular basis in the Level-4 (Rs 25500-81100) or equivalent in the parent department.

Note :- Number of vacancies are subject to variation.

2. The application format, eligibility criteria and other terms and conditions are available on Indian Army website <https://indianarmy.nic.in>. It may be ensured that duly filled application, with all the requisite enclosures reach under mentioned address by closing date as mentioned above.

**Adm Branch, Headquarters Northern Command
PIN-908545, C/o 56 APO**

3. The appointment will be made on deputation basis for an initial period of three (03) years, which may be extended depending upon availability of the post and work requirement. The appointment on deputation basis will be governed by the instructions issued by DOP&T vide OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The fixation of pay/ deputation allowance shall be governed by instructions issued by DOP & T from time to time.

4. The maximum age limit for appointment on deputation basis shall be not exceeding 56 years as on the closing date of receipt of application. Application received without recommendation or without desired Certificates of employer shall be summarily rejected. The Deptt. takes no responsibility for any delay in receipt of application or loss thereof in postal transit. Therefore, the applicants must ensure that their application, complete in all respects, should reach this office through proper channel by the last date for receipt.

5. No TA/ DA shall be payable in case a candidate is called for an interaction/ interview with the Selection Committee/ BOO constituted for the post.
6. Canvassing in any form will disqualify the candidate. Deptt reserves the right not to fill any or all the above vacancies.

Lt Col
Adm Officer
HQ Northern Command
Annexure-II

**APPLICATION FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT)
TO THE POST OF STENOGRAPHER GDE-I**

1. Name of the Applicant (in Block Letters) -
2. Present Address -
3. Date of Birth -
(DD/MM/YYYY) -
4. Date of Joining Govt. Service (DD/MM/YYYY) -
5. Date of Retirement under Central/ State Govt Rules (DD/MM/YYYY) -

6. Educational Qualification :-

Exam Passed	Board/ University	Year of Passing	Subjects	Percentage (%) of marks obtained

7. Please state clearly whether in the light of above entries made by you, you meet the requirements of the post.
8. Details of Employment in chronological order (enclose a Separate Sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Institution	Post held	From	To	Scale of Pay and pay in the post	Nature of duties performed (in detail)

9. Nature of present employment, i.e Adhoc OR Temporary Or Quasi-Permanent or Permanent.
10. In case the present employment is held on deputation/ contract basis, please state :-
 - (a) Date of initial appointment.
 - (b) Period of appointment on deputation/ contract.
 - (c) Name of the parent office/ organization to which you belong.

11. Additional details about present employment (Central Government or State Government or UTs or Public Sector Undertaking or recognized Research Institute or University or Semi-Government or Statutory or Autonomous Organisation).
12. Whether you are working in the same department and are in the feeder grade or feeder to feeder grade.
13. Are you in the revised pay scale? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
14. Total emoluments per month now drawn.
15. Additional information, if any, which you would like to mention in support of your suitability for the post.
16. Whether belong to SC/ ST.
17. Remarks.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection committee at the time of interview for the post.

Signature of the candidate

Date :

Address :

Countersigned by
(Employer with seal)

Annexure-III

Name of the Organisation

Address :

File No :

Date :