

# River Development & Ganga Rejuvenation

Central Water and Power Research Station

Khadakwasla, Pune-411024

Phones: 24103200, Fax: 24381004

No. 603/52/Est. III/155A/2015

Filling up of the post of Stenographer Grade-I on deputation/absorption basis at the Central Water and Power Research Station, Khadakwasla, Pune-24.

It is proposed to fill up five posts of Stenographer Grade-I (Group 'B', Non-Gazetted Ministerial at CWPRS, Khadakwasla, Pune-24 on deputation basis in the scale of pay of Rs.9300-34800 + Grade Pay Rs. 4200/- from Officers of the Central Government:

(b) (i) holding analogous post on regular basis in the parent cadre or department; **or**

(ii) With ten years regular service in the post in Pay Band-1 Rs.5200-20200 with grade pay of Rs.2400 or equivalent in the parent cadre or department and

(b) (i) Graduate from a recognized University.

(ii) Speed in shorthand and typewriting at the rate of 80 and 30 words per minute respectively in English **OR**

Speed in shorthand and typewriting at the rate of 80 and 25 words per minute respectively in Hindi (depending upon the requirement of the post)

(iii) Ten years experience as Stenographer in a Central Government or State Government.

**Note 1:** The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment by deputation and similarly the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of Central Government shall ordinarily not exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

**Note 4:** For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation. The selected officers will have option to draw their existing pay of the post held by them and deputation allowance or to opt for the pay fixation in the pay scale of the post of Stenographer Grade-I, as per instructions contained in the DOPT's O.M. No.2/12/87-Estt. Dated 20.04.1982.

It is requested that, this may please be circulated widely amongst the department, attached subordinate offices and applications in duplicate in the following proforma may be sent to the office **within 30 days** from the date of issue of this circular/advertisement, along with completed and up-to date character roll (CR) of the concerned employee and a certificate to this effect that there is no vigilance/disciplinary action is pending and the employee was not penalized for the last ten years may be attached. Applications received in the office directly or without up dated and completed CR would not be considered.

(Rajendra Aswale)

Chief Administrative Officer

## ANNEXURE-A

### CURRICULUM VITAE PROFORMA

|     |  |                  |   |           |                                       |  |
|-----|--|------------------|---|-----------|---------------------------------------|--|
| 1.  | Name and Address (in Block letters) :  |                  |   |           |                                       |  |
| 2.  | Date of Birth (in Christian era) :   |                  |   |           |                                       |  |
| 3.  | Date of retirement under Central/State Government Rules. :   |                  |   |           |                                       |  |
| 4.  | Educational Qualifications:  |                  |   |           |                                       |  |
| 5.  | Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). :  |                  |   |           |                                       |  |
|     | <b>Qualifications/<br/>Experience Required</b>   |                  | <b>Qualifications/Experience<br/>possessed by the Officer</b> |           |                                       |  |
|     | <b>Essential</b>   |                  | (1) (2) (3)   |           |                                       |  |
|     | <b>Desired</b>   |                  | (1) (2)   |           |                                       |  |
| 6.  | Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.  |                  |   |           |                                       |  |
| 7.  | Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.   |                  |   |           |                                       |  |
|     | <b>Office/<br/>Institution</b>   | <b>Post Held</b> | <b>From</b>   | <b>To</b> | <b>Scale of pay and Basic<br/>pay</b> | <b>Nature of duties<br/>(in details)</b> |
|     |  |                  |   |           |                                       |  |
| 8.  | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.   |                  |   |           |                                       |  |
| 9.  | In case the present employment is held on deputation/<br>contract basis, please state:-<br>(a) The date of initial appointment<br>(b) Period of appointment on deputation/contract<br>(c) Name of the parent Office/Organization to which you belong.  |                  |   |           |                                       |  |
| 10. | Additional details about present employment please state whether working under indicate the name of your employer.   |                  |   |           |                                       |  |
| 11. | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |                  |   |           |                                       |  |
| 12. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.   |                  |   |           |                                       |  |
| 13. | Total emoluments per month now drawn.  |                  |   |           |                                       |  |
| 14. | Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)<br>(Note: Enclose a separate sheet, if the space is insufficient). |                  |   |           |                                       |  |
| 15. | Whether belongs to SC/ST :   |                  |   |           |                                       |  |

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 selection for the post.

**Date:**

**Signature of the Candidate Address for Correspondence**

**davp 45106/11/0009/1617**

**10/95/Central Government/Recruitment/Other/Other/Deputation/Other than Delhi**