

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.
(1) Stenographer Grade-D	(2) 3 * (2020) * Subject to variation dependent on workload	(3) Group 'C' Ministerial	(4) Level-4 (Rs.25500-81100)	(5) Not applicable	(6) 18 to 27 years (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UTs of Ladakh and J&K, Lahaul & Spiti district and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).	(7) (i) 12th Class pass from a recognized Board or University; (ii) Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. (English or Hindi) Transcription: 50 mts in English or 65 mts in Hindi on Computer.	(8) Not Applicable	(9) Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.

(10) Direct recruitment through All India level Examination conducted by NCA.	(11) Not Applicable	(12) In case of recruitment by promotion/ deputation/ absorption, grade from which promotion/ deputation/ absorption to be made.	(13) If Departmental Confirmation Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
<p>Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col.7.</p>		<p>1. Secretary, NCA 2. Director, NCA 3. Dy. Director (Admn) 4. One outside member of the rank of EE/ Deputy Director (*To be nominated by the Executive Member, Narmada Control Authority)</p>	<p>Chairman Member Member * Member</p>	Not Applicable

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