

**Recruitment Rules for the post of Stenographer (Grade 'D') in Narmada Control Authority**

<i>Name of post</i>	<i>Number of Post</i>	<i>Classification</i>	<i>Pay Band and Grade Pay</i>	<i>Whether selection post or non-selection post</i>	<i>Whether benefits of added years of service admissible under Rule-30 of CCS (Pension) Rules, 1972</i>	<i>Age limit for direct recruitment</i>	<i>Educational &amp; other qualifications required for direct recruitment</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Stenographer (Grade 'D')	6* (2010) *Subject to variation dependent on workload.	Group 'C' Ministerial	(Pay Band -1) Rs.5200-20200 and Grade Pay of Rs. 2400/-	Selection on the basis of written tests and interview	Not Applicable	18-27 years with relaxation in upper age limit as per Govt. of India Rules	<u>Essential :</u> a) 12 <sup>th</sup> class OR equivalent from a recognised board or university b) Speed of 80/40 words per minute in English Shorthand and typing respectively. <u>OR</u> c) Speed of 60 / 25 words per minute in Hindi Shorthand and typing respectively. <u>Desirable :</u> Working knowledge of Computers.

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Period of probation, if any.	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.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/deputation/absorption to be made.	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted
(9)	(10)	(11)	(12)	(13)	(14)
Not Applicable.	Two years	100% by deputation (including Short-Term-Contract) failing which by direct recruitment.	<b>For Deputation (including Short Term Contract):</b>  Officers employed in the stenographic in the Departments of the Central Government /	Secretary, NCA - <b>Chairman</b>  An officer not below the rank of Director, NCA. - <b>Member*</b>	Not applicable

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		<p>State Governments / Public Sector Undertakings / State Electricity Boards / Autonomous bodies and below 56 years of age on the last date of submission of application:</p> <p>I. a) holding analogous post on regular basis; <b>AND</b></p> <p>II. Possessing the following qualifications and experience</p> <p><b>Essential Qualification :</b> 12<sup>th</sup> Class OR equivalent from a recognised board or university with having a speed of 120 words per minute in shorthand with knowledge of computers.</p>	<p>One outside expert - <b>Member*</b> of not below the rank of Deputy Director on the subject matter concerned.</p> <p><i>*(To be nominated by the Executive Member, NCA)</i></p>	
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