


Annexure-1

Requirements for the post of Stenographer Grade-II (Group-B) in Pre-revised pay scale of Rs. 5000-150-8000, Revised Pay Band-2, Rs.9,300-34,800+ Grade Pay 4200/- in Forest Survey of India, P.O. IPE, Kaulagarh Road, Dehradun on deputation basis

1. Name of the Post : Stenographer Grade-II (Group-B)
2. Scale of Pay : Pre-revised Pay scale Rs. 5000-150-8000, Revised PB-2, Rs.9,300-34,800 + Grade Pay Rs. 4200/-
3. Number of Posts : One (1)
4. Method of Recruitment: By Deputation
Stenographer with at least 5 years experience in the capacity of Jr. Stenographer.
5. Period of Deputation : Period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
6. Place of Posting : Dehradun but liable to serve anywhere in India subject to the exigencies of work.

Note: The applications in triplicate in the enclosed Proforma alongwith the complete and up to date Confidential Reports of the officials may be sent by the Head of the Department to Director General, Forest Survey of India, P.O. IPE, Kaulagarh Road, Dehradun-248195.


(Prakash Lakhchaura)
Dy. Director (P&A)

Application for the post of Stenographer Grade-II

BIO-DATA 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. Present post held:
5. Experience:
6. Pay Band/present pay with Grade Pay:
7. Educational qualifications:
8. Details of Employment in chronological order. Enclose a separate sheet, duly signed, if the space is insufficient.

Office/Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay thereon	Nature of duties

9. Nature of present employment. i.e. ad hoc or temporary or permanent
10. In case the present employment is held on deputation/ contract basis, please state-
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/ contract
 - (c) Name of the parent office/ organization to which you belong
11. Please state whether working under-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertakings
 - (e) Universities
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. Additional information. if any, which you would like to mention in support of your suitability for the post. (enclose a separate sheet, if the space is insufficient)

- 14. Whether belong to SC/ST/OBC
- 15. Remarks

Signature of the candidate

Address

Telephone No.

Email Address

Certificate to be furnished by the employer/ Head of Office/ forwarding authority.

Certified that the particulars furnished byare correct.

Also certified that:

- (i) There is no vigilance case is pending/or contemplated against him/her.
- (ii) Photo copies of his/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) are enclosed.
- (iii) His/ her integrity is beyond doubt.
- (iv) No major/ minor penalties imposed (strike out whichever is not applicable).

Signature.....

Name and Department

Office Seal

No. 3-3/2007-Adm.
Government of India
Forest Survey of India
P.O. IPE, Kaulagarh Road,
Dehradun-248195

Dated 17th August, 2012

To

1. All Ministries /Department of the Central Government.
2. All Central Govt. offices located at Dehradun.

Sir,


I am directed to say that it is proposed to fill up one post of Stenographer Grade-II (Group-B) (Pre-revised Pay scale Rs. 5000-150-8000, Revised PB-2, Rs.9,300-34,800 + GP-4200) in Forest Survey of India, Dehradun on deputation basis.

- 2- The essential qualification, experiences etc required for the post are given in Annexure-I
- 3- The selected Officer will be entitled to deputation duty allowance at the rate prescribed by Government of India as amended from time to time.

It is requested that the application of willing and eligible officials who can be spared may kindly be sent immediately along with (i) bio-data (in triplicate) in the prescribed Performa (Annexure-II) (ii) Complete and up to date CR dossiers (or photocopies of ACRs for the last 5 years duly attested by a Group 'A' (Gazetted Officer) (iii) Vigilance /Integrity Certificate. (iv) Statement giving details of major/ minor penalties imposed on the officials, if any, may be sent to this office. The applications of eligible officials may be forwarded to this office within 60 days from the date of issue of this letter.

Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered.

Yours faithfully


(Prakash Lakhchaura)
Dy. Director (P&A)