

HQ ARMY TRAINING COMMAND, SHIMLA (HP)
PIN -171003 C/O 56 APO

Application are invited for the post of Stenographer Grade-I in HQ Army Training Command. 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 along with copy of Cadre clearance/NOC, Experience Certificate, Educational Qualification Certificate, last 05 years ACRs/APARs, Integrity & Vigilance Clearance Certificate to HQ Army Training 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 Grade-I	03	HQ Army Training Command, Shimla	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 Autonomous Organization, 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 ensures that duly filled application, with all the requisite enclosures reach under mentioned address by closing date as mentioned above :-

OIC Civ Record Office
HQ Army Training Command, Shimla, (HP)
PIN-171003

3. The appointment will be on deputation basis for an initial period of three 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 therein 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 the above vacancies.

Dated :

(Sandeep Sharma)
Col
OIC Civ Records
HQ Army Training Comd

Annexure-II**APPLICATION FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT TO THE POST OF STENOGRAPHER GRADE-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 Qualifications :-

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 requirement 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 -

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11. Additional details about present employment
(Central Government or State Government or UTs or
Public Sector Undertaking of 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 me will also be assessed by the Selection Committee at the time of interview for the post.

Signature of the candidate

Address

Date :

Countersigned By

.....
.....
(Employer with seal)

Name or the Organisation

Address

File No:-

Date:

Certification by the Employer/Cadre Controlling Authority

1. The information/details provided by the applicant Shri/Smt/Kum..... are True and Correct as per the facts available on the records. He/She possess educational qualification and experience mentioned in the Vacancy Circular.

2. Also certified that :

(a) If selected, he/she will be relieved immediately.

(b) There is no vigilance or disciplinary case pending/contemplated against the officer.

(c) Integrity of the Officer is beyond doubt.

(d) CR Dossier, ACRs/APARs/ for the last 5 years duly attested by an officer of the rank or Under Secretary of the Govt of India or above are enclosed.

(e) No Major/Minor penalty has been imposed during the last 10 years or a list of Major/Minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

(f) His/Her candidature will not be allowed to withdraw subsequently.

Countersigned

Employer/Cadre Controlling Authority with seal