

**RECRUITMENT NOTICE FOR THE POST OF STENOGRAPHER GRADE-I  
ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS  
HQ SOUTH WESTERN COMMAND  
PIN-908546, C/O 56 APO**

1. Applications are invited for the post of Stenographer Grade-I in South Western 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-I through proper channel along with copy of Cadre Clearance NOC, Experience Certificate, Educational Qualification Certificate, last 05 years ACR's/APPAs, Integrity & Vigilance Clearance Certificate in Headquarters South Western Command, AG's Branch 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 Prescribed Pay scale	Qualification and Experience
	Vacancy	Place		
Stenographer Grade-I	03	HQ SWC Jaipur	Level-6 (35,400-1,12,400)	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 State Government or Statutory or Autonomous Organisation, holding analogous posts on regular basis in the parent cadre or department or with five years regular service rendered after appointment therein on a regular basis at the level-4 (Rs. 25500-31100) or equivalent in the parent department.
	01	HQ 51 Sub Area, Jaipur	Grade Pay-4200 (Pro-tem)	
	02	HQ 51 Sub Area, Bahadur		

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 assured that duly filled application with all the requisite enclosures reach under mentioned address by closing date as mentioned above:-

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3. The appointment will be made 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 DoF&T vide OM No. 6/R2009-Em; (Pay 1) dated 17.08.2010, as amended from time to time. The fixation of pay/ deputation allowance shall be governed by instructions issued by DoF&T from time to time.

4. The upper age limit for appointment on deputation basis shall be six exceeding 56 years as on the closing date of receipt of application. Application received without recommendation or without casteed Certificate of employer shall be summarily rejected. The Deptt takes no responsibility for any delay in receipt of application or loss thereof in 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 if again a candidate is called for an interview/ interview with the Selection Committee/ BOC constituted for the post.

6. Convincing in any form will disqualify the candidate. Deptt reserves the right not to fill any or all of the above vacancies.

Annexure-I

**APPLICATION FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT) TO THE POST OF  
STENOGRAPHER GRADE-I**

- Name of the Applicant (in Block Letters) -
- Present Address -
- Date of Birth (DDMM/YYYY) -
- Date of Joining Govt. Service (DDMM/YYYY) -
- Date of Retirement under Central/ State Govt Rules (DDMM/YYYY) -
- 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)