

सं. जे/पी

No.J/P 608/XI/Steno/Vol.II

मंडल कार्यालय/ Divisional Office,

कार्मिक शाखा/ Personnel Branch,

पालक्काड/ Palghat,

दि./Dt .24. 10.2018

All Branch Officers/PGT Division

All Supervisory Officials /PGT Division

Ch. OS / OS of all Branches

Sub: Selection for the post of Stenographer/Gr.III in Pay Matrix Level-4(.Grade Pay Rs 2400) - PGT Division (by adding 25% promotion by selection from Shorthand knowing' clerks' & 25% promotion by General selection from Group 'C' employees knowing shorthand)

It is proposed to conduct a General selection by calling volunteers from **Group 'C' regular** employees knowing shorthand with Pay Matrix Level-1 to Level-4 (Grade pay between Rs 1800/- to Rs 2400 / -) against 50% quota (25 % +25 %) for the post of Stenographer Gr.III in Pay Matrix Level-4 (.Grade Pay Rs 2400) **6 vacancies (2-SC, 2-ST,& 2-UR) .**

1. The selection will consist of the following tests:-

a) **Written Test:** Written Test which consists of a test in English Grammar (including punctuation). The paper in English will be designed to test the candidate's Knowledge of Grammar and composition and generally his/her ability to write and understand correct and idiomatic English and there will be questions for 10% marks in Official Language in terms of Board's Letter No. Hindi-81/OL-14/12 dated 14.01.1982.

The time for the Examination will be 2 hours and 30 minutes (100 marks).

b) **Shorthand:** Speed test of 80 words per minute of 10 minutes duration with Transcription time of 65 minutes.

c) **Viva-Voce.**

2. All regular employees in Pay Matrix Level-1,2,3,&4 (i.e,GP.Rs.1800/- to Rs 2400/- who have completed 2 years minimum service (as on the date of notification) and acquired knowledge of shorthand are eligible to appear for the above selection.

3. The volunteers should submit their application in the prescribed **Proforma A** to Personnel Branch and they are also required to submit attested copies of certificates in support of their educational qualification & Community Certificates (for SC/ST) along with the application.

4) In case of their selection, they will not be allowed to go back to their parent cadre and will have avenue of promotion only in the Stenographers cadre.

(Contd at-2-)

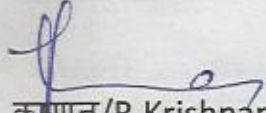
S.R.

- 5) Candidates selected for the post of Stenographer Gr.III in Pay Matrix Level-4- (Grade Pay Rs. 2400/-) **must be prepared to go on line and accompany officers.** If they are not willing to go on line etc. they need not apply.
- 6) Those employees who agree to these conditions may apply in the proforma enclosed, duly getting their applications forwarded by their respective Supervisors **on or before 16.11.2018 i.e the date it is to be received at Divisional Office.** All Supervisors are therefore advised to ensure that the applications will reach Divisional office before **17.45 hrs of 16.11.2018.** **Any applications received after the time & date specified will be rejected** even though the employees would have submitted their applications to the respective Supervisors **on or before the date specified.** Late receipt of applications on the plea that staff were on leave, sick list, out of Headquarters etc. will also not be entertained. For this purpose, the Controlling Officers are specifically requested to take appropriate action in their respective offices.
- 7) The candidate selected for the post must be fit in **Cee-One medical classification.**
- 8) Wide publicity may be given to all staff under your control. Applications received beyond target date should not be entertained and the same should be disposed of by the Controlling Officers, rejecting them on account of late receipt.
- 9) In case no applications are received in your office/unit, a **NIL** report may be sent on or before **16.11.18.**

Applications from SC/ST employees should necessarily have the caste certificates issued by the Competent Authority i.e Tahsildar for 'SC' Community and RDO for 'ST' community.

The Controlling Officers should acknowledge receipt of this notification.

Encl: Proforma' A'


(आर. कृष्णन/R.Krishnan)
सकाधि/ Asst.Personnel Officer/Tfc
मंकाधि/पालकाड,DPO/PGT

Copy to: DS/SRMU/AISC/ST/OBC Assn/PGT, O.O file.

PROFORMA 'A'

**Application for the selection to the post of Stenographer Gr.III in Matrix Level-4
(Grade Pay Rs.2400/-)**

(Ref: CPO/MAS letter No: P (GS)608/XII/Steno/Gr.III/Vol.VI)

1. Name :
2. Designation & station :
3. P.F No. :
4. Unit :
5. Office :
6. Parent Dept. :
7. Date of birth :
8. Date of Regular appointment :
9. Date of promotion to the present grade :
10. Educational/Technical qualification
(Attach proof thereof) :
11. Whether the employee belongs
to SC/ST/UR (attach proof thereof) :

Recent
Passport
Size Photo
taken
within a months
time duly
attested by the
immediate
Supervisor

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of the particulars of information given herein are being found false or incorrect; I am liable to be taken up under DAR apart from my application being rejected.

Signature of the applicant :

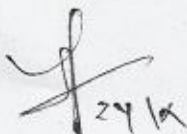
Date :

Forwarded to DPO/PGT.

Signature & :

Designation of the Supervisory Official.

Date :

 24/12