

**No. E.303/59/2011/NSG/  
Directorate General,  
National Security Guard,  
(Establishment Branch)  
Mehram Nagar,  
Near Domestic Airport, Palam  
New Delhi-37**

Dated, the            July' 2011

To

**(As per list attached)**

**Subject:                    FILLING UP OF THE CIVIL POSTS OF STENOGRAPHER  
(GRADE-'D') & LDC**

Sir,

It is proposed to fill up the under mentioned posts in the scale of pay as mentioned against each, in the NSG (MHA), New Delhi on transfer on deputation basis: -

<b>Sl No</b>	<b>Name of post</b>	<b>No. of post</b>	<b>Pay scale</b>	<b>Eligibility criteria</b>
1.	Stenographer Grade-D	01	PB-1 Rs.5200-20200 with Grade Pay Rs.2400/-	Deputation:- <b>Personnel from Central Police Organization or Central Government departments:-</b>  i) Holding analogous posts on a regular basis with two years experience in the relevant field.
2.	LDC	07	PB-1 Rs.5200-20200 with Grade Pay Rs.1900/-	Deputation: - <b>Personnel from Central Police Organisation or Central Government departments: -</b>  i) Holding analogous posts on a regular basis with two years experience in the relevant field.

2. Age should not exceed 56 years as on **30/09/2011**. Individuals who are on promotion zone may not be nominated for deputation.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Govt. should not exceed 03 years.

4. The selected personnel will be governed by the terms and conditions of deputation as applicable to other Central Govt. departments as laid down in the GOI, Department of Personnel and Training OM No. 6/8/2009-Estt (Pay II) dated 17/06/2010.

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5. Personnel while on deputation with the NSG would continue to draw the basic pay being drawn by them in their parent department and would be entitled to the following pay and allowances: -

**a) Basic pay, DP & DA as admissible in the scale of pay of the rank held in the parent organization.**

**b) Other allowances admissible to the Central Govt. employees from time to time.**

**c) NSG Allowance @ 25% of total emoluments (excluding HRA and CCA).**

6. The selected personnel will be posted to the office of the Director (IF), NSG, Mehram Nagar, Palam, New Delhi-37.

7. Bio-data of willing and eligible personnel who are clear from vigilance angle may please be sent to this office in the enclosed proforma along with photocopies of ACRs for the last five years so as to reach NSG HQ by **30/09/2011**.

Yours faithfully,

( Sudhakar Upadhyay )  
**Group Commander (Estt)**

**Copy to:-**

The Director (Finance) - For information please.  
HQ NSG, Palam,  
New Delhi.

IT cell, NSG HQ for uploading the said advertisement on NSG website.

## PROFORMA

1.	Full name (in block letters ) & Address	:	
2.	Father's name	:	
3.	Age & Date of birth	:	
4.	Education and other qualifications	:	
5.	Date of joining in Govt. service with designation	:	
6.	Date of appointment in present rank	:	
7.	Whether permanent or temporary	:	
8.	Present post, scale and basic pay with Grade pay	:	
9.	Nature of duties presently performing	:	
10.	Date of reversion from last deputation, if any	:	
11.	Name and address of present employer	:	
12.	Date of retirement under Central Govt. Rules	:	
13.	Punishment during entire service 1)Major : 2)Minor : (showing with month & year)	:	
14.	Commendation entries	:	
15.	Remarks, if any	:	

Date:  
**Official**  
Place:

**Signature of**  
**Designation**  
**Department/Office**

Particulars mentioned above have been verified from the records and found correct. It is certified that no disciplinary proceedings or departmental enquiry is pending or contemplated against the official and his integrity is beyond doubt.

Date:  
Place:

**Signature of the competent authority**  
(with seal)