Government of India
Central Water Commission
(Establishment-VII Section)

Sewa Bhawan, Room No.528 (N),
R.K. Puram, New Delhi – 110066.

Dated: ~~February~~ March, 2025

**OFFICE MEMORANDUM**

Sub: Filling up the post of Stenographer Grade-I in the Subordinate Offices of CWC located in different parts of India on deputation/ absorption basis – regarding.

It is proposed to fill up 11 (Eleven) (Tentative) posts of Stenographer Grade-I in the Subordinate Offices of CWC located in different parts of India in Level -6 in the pay matrix (Rs. 35400 – 1,12,400) as per 7th CPC, (in PB-2 Rs. 9300-34800 with GP Rs. 4200/- as per 6th CPC) on deputation/ absorption basis from amongst Central Government Officers fulfilling following eligibility conditions:-

**Deputation or absorption**: Officers holding the post of Stenographer under the Central Govt:

(i) Holding analogous post on regular basis in the parent cadre or department; or
(ii) With ten years regular service in the Level -4 in the pay matrix (Rs. 25500 – 81,100) as per 7th CPC, (PB-1 Rs. 5200-20200 with Grade Pay of Rs. 2400 as per 6th CPC).

1: The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Govt. shall ordinarily not exceed three years.

3: For the purpose of appointment on deputation or absorption basis, the service rendered on regular basis by an officer prior to 1st January, 2016 (the date from which revised pay structure based on the 7th Central Pay Commission recommended has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one level in the pay matrix with a common level in the pay matrix and where this benefit will extend only for the post(s) for which that level in the pay matrix is the normal replacement grade without any upgradation.

4. The armed forces Personnel who are due to retire or to be transferred to reserve within a period of one year and possessing at least 12th Class Pass from a recognized Board or University and Skill Test of Dictation for 10 minutes @ 100 words per minute; and

Transcription of Dictation in 40 minutes (English), or 55 Minutes (Hindi) on computer shall also be considered. If selected, such officers will be given deputation terms upto the date on which they are due for release from the armed forces, thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis.

5. The maximum age limit for appointment by deputation or absorption shall not be exceeding 56 years as on the closing date of receipt of application.

6. The pay of the officers selected will be regularized in accordance with the DOPT OM No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

7. Other terms/conditions as stipulated in Orders/Rules issued by the Govt. of India from time to time will also be applicable.

8. It is requested that application in duplicate in the enclosed prescribed Proforma along with:-

i. Complete up to date APAR Dossier.
ii. Vigilance Clearance Certificate.
iii. Certificate of Major/Minor penalty, if any, imposed and Integrity Certificate in respect of interested and eligible officers, who can be spared immediately in the event of their selection, may be forwarded to this Commission within 60 days from the date of issue of this circular/publication in Employment News, whichever is later.

9. Applications received after the prescribed time limit or otherwise found incomplete will not be entertained.

**Encl: Proforma.**

Digitally Signed by Nisha Gupta
Date: 12-03-2025 16:47:19
Reason: Approved

(Nisha Gupta)
Under Secretary
Email estt@nic.in
' : 011-29583287

Copy to:-

1. All Ministries/Departments of Government of India.
2. All Subordinate Offices of CWC/RD Directorate, CWC, West Block-I, R.K. Puram, New Delhi.
3. All Sections/Dtes./Units of CWC.
4. The Director, SMD, CWC for uploading the same in CWC Website.
5. Under Secretary (Estt-I), Ministry of Water Resources, RD & GR. It is requested that this OM may also be uploaded on the Website of the Ministry.
6. The DoPT, North Block New Delhi. It is requested that this OM may also be uploaded on the Website of the DoPT.

## PART-I

## BIO-DATA

| | | | |
|---|---|---|---|
| 1. | Name | | |
| 2. | Date of Birth | | |
| 3. | Date of retirement under Central Government or State Government Rules | | |
| 4. | Education Qualification | | |
| 5. | Whether experience required for the post are satisfied | | |
| 6. | Present post held, date from which held and the pay band and grade pay therein | | |
| 7. | Whether willing to be considered for | | |
| | (a) | On deputation basis | |
| | (b) | On absorption basis | |
| 8. | Experience holding Stenographer Work | | |
| 9. | Details of Service: | | |
| | (1) | Name of the posts held and employer | |
| | (2) | From | To: |
| | (3) | Pay Band + Grade Pay | |
| | (4) | Nature of appointment i.e. whether ad-hoc or regular | |
| 10. | Whether belong to SC/ST | | |
| 11. | Address for communication and Telephone number | | |
| 12. | Remarks if any | | |

**(Signature of Candidate)**

Date :

Place :

**Contd.....P/2.**

## PART - II

### (TO BE FILLED BY LENDING AUTHORITY)

1. Certified that the particulars given by

   Shri/Kumar/Smt._____

   Designation _____

   Part-I are correct.

2. Certified that no Vigilance/Disciplinary case is either pending of contemplated against him/her.

3. In case of selection he/she will be relieved of his/her duties immediately to take up his/her new assignment.

4. His/her APAR Dossier containing reports for last five years, No Penalty Statement Certificate and Integrity Certificate are enclosed.

Signature
(Name of the Authority)
Designation:_____
Department/Ministry_____
Official Seal_____
Telephone No._____