

**No.F.5-1/2013-NMMA**  
**Govt. of India**  
**Archaeological Survey of India**  
**National Mission on Monuments & Antiquities**  
**GE Building, Red Fort Complex, Red Fort, Delhi- 110006**

**Dated: 1<sup>st</sup> August, 2016.**

**Engagement of Stenographer on contract basis**

Applications are invited from the persons retired from the post of Private Secretary/Principal Private Secretary/Sr. Principal Private Secretary or equivalent within the Central or State Government/Universities/Autonomous Bodies for the position of Stenographer at NMMA HQ, GE Building, Red Fort Complex, Delhi on short term contract basis on a consolidated remuneration of Rs.20,000/- per month.

**1. Eligibility:**

- 1.1 Persons retired from the post of Private Secretary/Principal Private Secretary/Sr. Principal Private Secretary or equivalent are eligible for the position of Stenographer.
- 1.2 The proficiency in short hand with minimum 80 w.p.m. & typing speed of 30 w.p.m.
- 1.3 Good knowledge of stenography, typing etc.
- 1.4 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

**2. Age Limit:**

- 2.1 Should not be more than 62 years of age on the last date for receipt of application.

**3. Scope of Work/Job Responsibility:**

- 3.1 Taking dictation in shorthand and its transcription.
- 3.2 Typing of confidential/secret documents including other typing work as considered necessary.
- 3.3 Screening and attending to telephone calls and the visitors.
- 3.4 Fixing of appointments and canceling them, if necessary.
- 3.5 Keeping a list of engagements, meetings, tours, etc. and reminding the Officer sufficiently in advance.
- 3.6 Keeping a note of the movement of files
- 3.7 Collecting of information and files, compilation of data
- 3.8 Sending routine reminders
- 3.9 Online movements of files, receipts etc.
- 3.10 Any other work assigned by the Officer.



**4. Drawal of Pension:**

- 1.1 The retired Govt. servant engaged as stenographer shall continue to draw pension and Dearness Relief on pension during the period of engagement as stenographer on contract.
- 1.2 The engagement as stenographer shall not be considered as a case of re-employment.

**2. Leave:**

- 2.1 The stenographer shall be entitled to avail 8 days of Casual Leave in a calendar year on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
- 2.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor encashed.

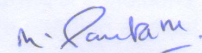
**3. Working Hours**

- 3.1 The Stenographer shall be required to observe the normal office timing of the Organisation, but may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency or to sit late due to exigencies of work.

**4. Tax Deduction at Source**

- 1.1. The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued by the office.
2. NMMA has the right to cancel advertisement and not to proceed in the matter for engagement of Stenographer at any stage and to accept or reject any or all applications without giving any explanation whatsoever.

**Applications complete in all respects (in the prescribed format – Annexure) must reach the O/o Director, National Mission on Monuments & Antiquities, Archaeological Survey of India, GE Building, Red Fort Complex, Red Fort, Delhi-110006 by 17<sup>th</sup> August, 2016 (upto 5.00 P.M.)**



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Director

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**Annexure****Application for engagement as Stenographer on contact basis in National Mission on Monuments & Antiquities (NMMA).**

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification(s)	
Details of experience to be attached in proforma appended as 'Appendix'	Duly filled proforma "Appendix" is attached
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms & conditions and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date"

Signature of the applicant



**Appendix**

**Details of experience**

Period (starting From the latest	Name of Office/ Organisation	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature