

Dated: 31/10/12

To

All Pr. Secretaries/Secretaries/  
Heads of the Departments/  
Local and Autonomous Bodies,  
Govt. of NCT of Delhi.  
Delhi/New Delhi.

**Sub: Filling up of the vacant post of Stenographer, Grade-II in the Revised Pay Band of Rs.9300-34800 plus Grade Pay of Rs.4200/- on deputation basis in Delhi Development Authority**

Madam/Sir,

The Delhi Development Authority, proposes to fill up the vacant post of Stenographer, Grade-II, in the Revised Pay Band of Rs. 9300-34800 plus Grade Pay of Rs.4200/- on deputation basis.

The eligibility criteria for the post are as under :-

Officers of the Central Government/State Governments:-

(i) Holding Analogous posts on regular basis

Or

(ii) With five years regular service in the post of Junior Stenographer/Stenographer Grade-III in the pay scale of Rs. 5200-20200 plus Grade Pay of Rs. 2400/-.

It is requested that the above mentioned vacancy may be circulated among all eligible officials of your department and application in respect of willing and eligible officials in prescribed proforma (Copy enclosed) alongwith vigilance clearance, Integrity Certificate and ACR Dossiers for preceeding 05 years (Certified copies) may be sent to this department latest by 09.11.2012.

Yours faithfully,

Encl: As above.

*hrgi*  
(SONIKA SINGH)  
ADDITIONAL SECRETARY (SERVICES)  
Ph. No. 23392237

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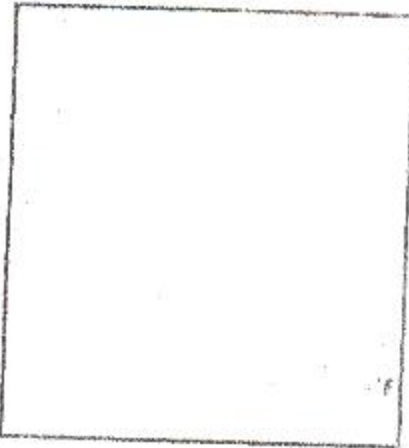
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# DELHI DEVELOPMENT AUTHORITY PERSONNEL BRANCH-III



## BIO-DATA

1. Post applied for \_\_\_\_\_
2. Name of the applicant \_\_\_\_\_
3. Father's/husband's Name \_\_\_\_\_
4. Date of birth \_\_\_\_\_
5. Sex \_\_\_\_\_  
:Male/Female
6. Marital Status \_\_\_\_\_
7. Whether SC/ST/OBC \_\_\_\_\_
8. Address {Postal/Permanent} \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. E-mail ID \_\_\_\_\_
10. Telephone/Mobile No. \_\_\_\_\_
11. Present post held \_\_\_\_\_
12. Date of Appointment in the Present post \_\_\_\_\_
13. Present Pay \_\_\_\_\_
14. Scale of pay and grade pay \_\_\_\_\_
15. Educational Qualification: \_\_\_\_\_

Pincode \_\_\_\_\_

S.No.	Exams.Passed	Board/University	Year	Division	Subjects

(Please attach attested Xerox copies of the testimonials)

16. Other Qualifications, if any \_\_\_\_\_  
(Shorthand & typing speed/exams passed)

80576

17. Experience:

S.no.	Office in which worked	From	To	Nature of duties

(Please use extra sheets, if necessary)

18. Please state clearly whether in the light entries are made above, you meet the requirement of the post :

19. Awards, Prize, Scholarship, etc., secured during education carrier : \_\_\_\_\_

20. Languages known : \_\_\_\_\_

21. Remarks, if any : \_\_\_\_\_

**UNDERTAKING**

I hereby certify that the above information recorded are correct to the best of my knowledge and belief.

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the applicant

No. of enclosures attached

304/C

**Certificate by the forwarding office**

Forwarded and certified that the information furnished by Shri/Smt./Ms. \_\_\_\_\_ in his/her application has been verified from records and is found to be correct.

It is further certified that no vigilance/disciplinary case is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_.

Xerox/true copies of the CR documents of the above candidates who preferred for deputation for the post of .....in this department for the last 3 years duly attested, are enclosed.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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Forwarded and certified that the information furnished by Shri/Smt./Ms. \_\_\_\_\_ in his/her application has been verified from records and is found to be correct.

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