

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES, GNCTD;
PARLIAMENT STREET, NEW DELHI

Applications from interested and eligible individuals for performing Stenographic assistance for a period of six months:-

1. Eligibility conditions for Stenographers are as follows:-
 - i. He/ She should have retired as PA/Stenographer Grade-II Delhi Government/ Govt. of India/ Corporations / Undertakings of Govt. of Delhi/ Govt. of India.
 - ii. Be below 65 years of age and in good health.
 - iii. Have working knowledge of computer.
 - iv. Have a shorthand speed minimum of 80 wpm English and a minimum typing speed of 30 wpm in computer.
 - v. Should have no disciplinary proceedings pending as on the date of application.

Those engaged on contract for providing either of the above services will be paid a consolidated remuneration of Rs. 15,000/- p.m. Terms and Conditions of the engagement are mentioned in Annexure-I.

Application, as per Annexure-II, may be submitted by 05/11/2012 to:-

Addl. Registrar (Admn.),
Office of the Registrar Cooperative Societies,
GNCTD, Parliament Street, New Delhi-110001

Terms and conditions

1. The persons engaged on contract will be required to work in Delhi Cooperative Tribunal, Vikas Bhawan-II, Upper Bela Road, Delhi-54.
2. The persons engaged will be required to attend office on all working days.
3. The persons engaged will be paid a consolidated monthly remuneration of Rs. 15000/-.
4. If a person does not attend office on any working day, the remuneration would be worked out by applying the following formula:-

Number of working days on which office has been attended X Rs. 15,000/-

Number of working days in the month

5. The persons engaged would be under obligation to maintain discipline and perform the work assigned to them within the time limit prescribed.
6. Registrar Cooperative Societies reserves the right to terminate the contract of engagement without giving any notice, if the work and performance of any person is not found satisfactory.
7. The engagement will be initially for a period of six months. However, depending on the requirement of this office and the performance of the person engaged, the period of engagement can be extended. In case the vacant posts of Stenographers get filled up, by regular employees, the services of the contract employee will be terminated. In case of partial filling up of posts by regular employees, the oldest contract employee shall be terminated first.

Bio-Data

S. NO.	PARTICULARS	
1.	Name	
2.	Father's / Husband's Name	
3.	Date of Birth	
4.	Address for correspondence	
5.	Permanent Address	
6.	Mobile and Contact Nos.	
7.	Qualification (s)	
8.	Whether the applicant has at least 10 year's experience as Stenographer in a Govt. Department/Office	
9.	Whether the applicant has the working knowledge of computers.	
10.	Details of typing skills indicating the speed	
11.	Details of shorthand skill, indicating the speed	
12.	Details of experience to be attached in the proforma given in Annexure-III.	
13.	Any other information: (Use a separate sheet, if necessary).	

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

Signature of the applicant

Dated:

DETAILS OF EXPERIENCE

No.	Period starting from the latest	Post held and the name of the Office / Organization	Pay scale or pay Band with Grade Pay, if applicable	Description of duties performed.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				