

**F. No. H-13011/102/2015-Estt.**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF CULTURE**

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Room No. 330A, 'C'-Wing, 3<sup>rd</sup> Floor,  
Shastri Bhawan, New Delhi-110001

Dated the 8<sup>th</sup> August, 2016

**CIRCULAR**

**ENGAGEMENT OF STENOGRAPHERS ON CONTRACT BASIS**

In continuation of this Ministry's circular of even number dated 19.07.2016, The Ministry of Culture invites applications from willing and eligible retired Government Employees for engagement of 4 (Four) Stenographers on contract basis on consolidated fee of **Rs. 20,000/- (Rupees Twenty thousand per month only)** in this Ministry for a period of one year or till the posts are filled up on regular basis, whichever is earlier.

2. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.

3. The details including eligibility criteria, Terms of Reference etc. are enclosed. The Ministry of Culture reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in Annexure-I.

4. The last date for receipt of applications, in the prescribed format is **24.08.2016 upto 05:00 PM**. Applications received after due date/time and without supporting documents will not be considered.

5. Application, as per Annexure-II, may be sent to Section Officer (Establishment), Ministry of Culture, Room No. 330A, 'C' Wing 3<sup>rd</sup> Floor Shastri Bhawan, New Delhi-110001. The same can also be sent through e-mail at the address:- [soestt-culture@nic.in](mailto:soestt-culture@nic.in) followed by hard copy within the stipulated time.



**Section Officer (Estt.),**  
Ministry of Culture,  
Room No. 330A, 'C' Wing, Shastri Bhawan,  
New Delhi-110001.

To,

1. Web-site of MoC and Notice Board.
2. All Ministries/Departments.

**Terms & Conditions**

**1. Eligibility:**

- 1.1 Persons retired from the post of Private Secretary/Principal Private Secretary/Sr. Principal Private Secretary or equivalents 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. Remuneration:**

- 3.1 The monthly consolidated remuneration of Rs. 20,000/- (Rupees Twenty thousand only) will be paid.
- 3.2 In case the contract is extended after satisfactory completion of one year period, 10% increase in remuneration may be given every year.
- 3.3 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.

**4. Engagement:**

- 4.1 The engagement of Stenographers will be purely on contract basis and will not confer any right for regular appointment in the Ministry.

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

- i. Taking dictation in shorthand and its transcription.
- ii. Typing of confidential/secret documents including other typing work as considered necessary.
- iii. Screening and attending of telephone calls and the visitors.
- iv. Fixing of appointments and canceling them, if necessary.
- v. Keeping a list of engagements, meetings, tours, etc. and reminding the Officer sufficiently in advance.
- vi. Keeping a note of the movement of files.
- vii. Collecting of information and files, compilation of data.
- viii. Sending routine reminders.
- ix. Online movements of files, receipts etc.
- x. Any other work assigned by the Officer.

**6. Drawal of Pension:**

- 6.1 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.
- 6.2 The engagement as stenographer shall not be considered as a case of re-employment.

**7. Leave :**

- 7.1 The Stenographers 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.
- 7.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor encashed.

**8. Working Hours:**

- 8.1 The Stenographers shall be required to observe the normal office timing of the Ministry and 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.
- 8.2 They shall mark their attendance in AEBAS mandatorily failing which, it may result in deduction of remuneration for those days.

**9. Tax Deduction at Source:**

- 9.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

**10. Confidentiality of data and documents:**

- 10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry shall remain with the Ministry.
- 10.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected in the course, without the express written consent of the Ministry.
- 10.3 The Stenographer shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of the contract, and before the final payment is released by the Ministry.
- 10.4 The stenographers would be required to sign a non-disclosure undertaking as per annexure.

**11. Conflict of interest:**

- 11.1 The Stenographer appointed by the Ministry, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of employment/contractual assignment.
- 11.1 The Stenographers shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

**12. Termination of Agreement:**

- 12.1 The Ministry may terminate the contract to which these terms apply if:
- (i.) The Stenographer is unable to attend the assigned work.
  - (ii.) Quality of the assigned work is not to the satisfaction of the Officer/ Ministry.
  - (iii.) The Stenographer is found lacking in honesty or integrity.
  - (iv.) The Government or Ministry, however, reserves the right to terminate the contract at any time without giving any notice and also without assigning any reason.

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**Application for engagement as Stenographer on contract basis in Ministry of Culture.**

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 <b>"APPENDIX"</b>	Duly filled proforma <b>"APPENDIX"</b> 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 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.

Date:

**Signature of the Applicant**

**Details of experience**

Period (Starting from the latest)	Name of Office/ Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature:- \_\_\_\_\_

**NON-DISCLOSURE UNDERTAKING**

To,  
The Joint Secretary (Admn.)  
Ministry of Culture,  
Shastri Bhawan, New Delhi-110001.  
Sir,

I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Ministry of Culture which would otherwise conflict with my obligations towards Ministry of Culture.
- to abide by data security policy and related guidelines issued by Ministry of Culture.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Ministry of Culture any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Ministry of Culture informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address:.....

Dated:.....

Personal Contact No.....