

No.3/2/2008- LNJN NICFS  
Government of India  
**LNJN National Institute of Criminology and Forensic Science**  
(Ministry of Home Affairs)

Institutional Area, Outer Ring Road,  
Sector-3Rohini, Delhi - 110 085

Dated, the

**OFFICE MEMORANDUM**

Subject:- Filling up the post of Stenographer Grade 'C' in the LNJN National Institute of Criminology and Forensic Science (MHA), Delhi on deputation basis.

Sir,

I am directed to say that the services of suitable personnel is required to fill up one post of Stenographer Grade 'C' in the LNJN National Institute of Criminology and Forensic Science(MHA), Delhi, as per details mentioned in the enclosed Annexure-I. Official selected shall be on deputation for a period of three years, which can be extended or curtailed in public interest, depending on administrative convenience. The pay of the Officials selected will be regulated in accordance with the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) O.M. No.2/29/91 – Estt.(Pay.II) dated 5.1.1994 as amended from time to time. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Officials who volunteer for the above post will not be permitted to withdraw their names after selection. Recommendations of names, which are not accompanied by the requisite bio-data and CR dossiers, will not be considered.

3. Applications of suitable officials, who are eligible and willing and who can be spared immediately on selection, may please be forwarded in Annexure-II, in duplicate, alongwith attested photocopies of CR dossiers for the last five years, to the **Director, LNJN National Institute of Criminology and Forensic Science (MHA), Outer Ring Road, Sector-3, Rohini, Delhi - 110 085 within 60 days** from the date of publication of this circular in the "Employment News".

(A K Dey)  
**Assistant Director (Photography)**  
**For Director- LNJN NICFS**

Contd...2/-

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Dated, the

Copy forwarded to:-

1. All Ministries/Departments under the Government of India.
2. Chief Secretaries of all State Governments and Union Territories.
3. All Directors of Central/State Forensic Science Laboratories
4. All Central Police Organisations.
5. Registrars of all Universities.
6. All Semi-Government Organisations
7. All Public Sector Undertakings
8. All recognised organisations
9. Smt Subhashree Mohapatra, Campaign Officer, DAVP, 10<sup>th</sup> Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003 (with 10 spare copies) for publication in the "Employment News" at the earliest possible. It is requested that above advertisement may please be displayed prominently in the Employment News, in order to attract maximum number of eligible candidates for appointment on deputation basis. Please also forward a copy of the "Employment News" in which this vacancy circular is published to the undersigned for record.

Encl: As above

**(A K Dey)**  
**Assistant Director (Photography)**  
**For Director- LNJJN NICFS**

**ANNEXURE - I**

1. Name of the post : Stenographer Grade 'C'
2. No. of post : One
3. Pay scale : Rs. 5000-150-8000/- (Pre-revised)
4. Eligibility : **Deputation**

Officers of the Central Government –

- (a) (i) holding analogous posts on regular basis; or
- (ii) holding posts in the scale of Rs. 4000-6000/ (Pre-revised) with eight years regular service in the grade; and
- (b) possessing the following qualifications:-
- (i) Matriculate from a recognised Board or University or equivalent qualification.
- (ii) Speed of 100 words per minute in English or Hindi Stenography.

5. Period of deputation : Ordinarily not exceeding 3 years

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**ANNEXURE-II**

**Bio-Data Proforma**

1. Name
2. Designation
3. Date of Birth
4. Educational Qualifications
5. Date of continuous appointment in the present grade
6. Present basic pay and pay scale
7. Date of return from the last ex-cadre post, if any
8. Experience
9. Brief service particulars (designation and scale of Pay with period in each grade)
10. Whether belongs to SC/ST/OBC
11. Any other relevant information

Signature of the candidate  
Tele.No  
Residential address

**Certificate to be given by the Head of Office/Employer of the applicant**

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the applicant during the last 10 years.

Signature of the employer