

रक्षा मंत्रालय

MINISTRY OF DEFENCE

संयुक्त सचिव एवं म.प्र.अ. का कार्यालय

Office of the JS & CAO

FILLING UP THE POST OF STENOGRAPHER/PERSONAL ASSISTANT AT OUTSTATION ESTABLISHMENTS

Applications are invited from serving Stenos/PAs of AFHQ Stenographers Service who are desirous for transfer to the under mentioned office:-

Sl No.	Name of Establishment	Grade	Number of vacancies
1.	DMDE, Secunderabad	Stenographer 'D'	3*
2.	DQA (R&S), Secunderabad	Personal Assistant	1
3.	DQA (CV), Avadi	Personal Assistant	2
4.	PTC, Kalpakkam	Stenographer 'D'	1*
Total			7

* - **Personal Assistant may apply against the vacancy of Stenographer 'D'.**

2. The individuals selected for transfer can draw AFHQ rates of pay and other allowances as admissible at that station. They will continue to be borne on the combined AFHQ Roll for all purposes.

3. The individuals selected for transfer will have to make their own arrangements for residential accommodation at the new duty station. The individuals who are in possession of Government Accommodation at Delhi are not supposed to retain the same while deployed at outstation Establishment.

4. TA/DA and normal joining time will be admissible for journey as per existing rules.

5. The individuals selected for transfer will neither be allowed to withdraw their applications after posting orders are issued by this office nor seek transfer to Delhi before completion of normal tenure of service at outstations.

6. Application in the prescribed format as per the specification attached may please be forwarded through respective Estt/Admin Section concerned so as to reach this office latest by **08 Mar 2019.**

7. This may be given wide publicity amongst officials belonging to AFHQ Stenographers' Service.

श्यामला परशीरा
(श्यामला परशीरा)
व.प्र.अ./का-2(ए)
१५ फरवरी 2019

All Coord Sections of Dte & Branches of Army HQ and ISOs

Naval HQ/DOA(Civ)

Air HQ/PC Coord

All Admin Sections of CAO's Office

HQ ATVP

HQ IDS/Pers

NDC

Copy to:

DMDE, Secunderabad

DQA(R&S), Secunderabad

DQA (CV), Avadi

PTC, Kalpakkam

AFHQ Stenographers Association

Notice Board

CAO's website: <http://www.caomod.gov.in>

**FILLING UP THE POST OF STENO/PA AT
OUTSTATION ESTABLISHMENTS**

1. Name & Designation :
2. Date of Birth :
3. Date of appointment to the present grade :
4. Whether Temporary/Pmt. :
5. Present Address :

6. Permanent Home Address :

7. Details of previous out-Station posting, if any :
8. Any special reasons for Seeking transfer to out-Station (in case on medical Ground, medical certificate to be produced) :
9. Choice of Station :

DECLARATION

I hereby declare that in case I am selected for posting to _____ I will not decline to move to that station or ask for cancellation of the posting orders, I will also not seek transfer to Delhi before completion of the normal tenure.

Place:
Date:
Tele/Mob:

Signature of applicant
Name & Designation

Forwarded for consideration. In the event of selection of
Shri/Smt/Km _____ (Designation) _____,
his/her service will be spared immediately for taking up the new appointment of
Steno/PA at _____ within 05 days.

Signature of the Officer with
whom presently attached