

# AOC Records

**PIN-900453, c/o 56 APO**

Applications are invited for the post of **Stenographer Grade-1** in Army Ordnance Corps. The vacancies are to be filled up by **deputation including short term** contract. Eligible candidates may submit their application **through proper channel** alongwith copy of Experience Cert, Edu Qualification Cert, last 05 ACRs/APARs, and Integrity & Vigilance Cert to AOC Records within **60 days from the date of publication of advertisement in Employment News**. The details of post are given below :-

**Name of the Post : Stenographer Grade-I**

**No. of vacancies and place of posting : 13 Vacancies all over India.**

**Pay Matrix/Pay Band & Grade Pay (Pre-revised pay scale) : Level-6, (35,400-1,12,400)/PB-II/GP-4200(pre-revised).**

**Qualification and experience :** Officers holding post of Stenographer under the Central Government or State Government or UTs or Public Sector undertaking or recognized research Institute or Universities or Semi Government or Statutory or Autonomous Organization, holding analogous posts on regular basis in the parent cadre or department or with ten years regular service rendered after appointment thereto on a regular basis in the level-4 (Rs. 25500-81100/-) or equivalent in the parent cadre or department.

**Note :** Number of vacancies are subject to variation.

The application format, eligibility criteria and other terms and conditions are available on our website <https://indianarmy.nic.in>.

**Dated** \_\_\_\_\_ **OIC AOC Records**  
**davp**

## VACANCIES OF STENO GDE-I POSTS THROUGH DEPUTATION BASIS FOR ARMY ORDNANCE CORPS

S.No.	Location	No. of Vac
1.	Agra	1
2.	Dehu Road	1
3.	Kanpur	1
4.	Secunderabad	2
5.	Allahabad	1
6.	Alipore	1
7.	Narangi Cantt	1
8.	Suranassi	1
9.	Jodhpur	1
10.	Bharatpur	1
11.	Udhampur	1
12.	Kandrori	1
	<b>Total</b>	<b>13</b>

### APPLICATION FOR THE POST OF STENOGRAPHER GRADE-I

- Name and Address (in Block letter) :
- Date of Birth (DD/MM/YYYY) :
- Date of retirement under Central/  
State Government rules :
- Education Qualifications

**Self Attested  
03 x Passport  
Size  
Photograph**

Exam Passed	Board/ University	Year of passing	Subject	Percentage

5. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

6. Details of Employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Instt	Post held	From	To	Scale of pay and basic pay	Nature of Duties (in detail)

7. Nature of present employment, i.e. adhoc or Temporary Quasi-Permanent or Permanent

8. In case the present employment is held on deputation /contract basis please state

(a) Date of Initial appointment.

(b) Period of appointment on deputation/Contract.

(c) Name of the parent office/organization to which you belong

9. Additional details about present employment.

(Central Government or State Government or UTs or Public Sector undertaking or recognized research institute or Autonomous organization)

10. Whether you are working in the same department and are in the feeder grade or feeder to feeder grade.

11. Are you in the revised pay scale? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale.

12. Total emoluments per month now drawn.

13. Additional information, if any, which you would like to mention in support of your suitability for the post

14. Whether belong to SC/ST

15. Remarks.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by

documents submitted by me will also be assessed by the selection committee at the time of interview for the post.

**Signature of the candidates**  
**Address : .....**

**Date :** \_\_\_\_\_  
**Countersigned (Employer with seal)**  
**Name of the Organization**  
**Address**

**File No :** \_\_\_\_\_ **Date :** \_\_\_\_\_

### Certificate by the Employer/Cadre Controlling Authority

1. The information/details provided by the applicant Shri/Smt/Km..... are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the vacancy Circular.

2. Also certified that :

(a) If selected, he/she will be relieved immediately.

(b) There is no vigilance or disciplinary case pending/contemplated against the officer.

(c) Integrity of the Officer is beyond doubt.

(d) CR Dossier, ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(e) No major/minor penalty has been imposed during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

(f) His/her candidature will not be allowed to withdraw subsequently.

**Countersigned**

**Employer/Cadre Controlling Authority with seal**