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**CONDITION APPLICABLE FOR DEPARTMENTAL CANDIDATE IN DIRECT RECRUITMENT FOR RELAXATION IS MENTIONED BELOW AS PER THE DECISION OF THE BOARD IN ITS 272<sup>nd</sup> BOARD MEETING HELD ON 30<sup>th</sup> JUNE, 2017:**

“Candidate having higher qualification joining in a lower post will be eligible to apply for high post after completion of bond period even if the course completed is through correspondence or distance education. If an employee has acquired higher qualification before joining NSC or acquires higher qualification with prior approval during his service period, he will be eligible to apply for higher post after completing four years service, even if the course is through correspondence or distance education”

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. III**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|    |   |   |
|----|---|---|
| 1. | Name of Post  | Stenographer Gd. III  |
| 2. | Classification  | Group C (NS-5)  |
| 3. | Scale of Pay  | Rs 8200 – 22200   |
| 4. | Age Limit for Direct Recruits                                     | Not exceeding 25* Years as on the last date of receipt of applications.   |
| 5. | Method of recruitment   | 100% by Direct Recruitment  |
| 6. | Educational and other qualifications required for direct recruits | Sr. Secondary & equivalent with three years Diploma in Office Management with Stenography from Govt. Polytechnic OR Graduate from a recognized university with a minimum of 60%* marks. Proficiency in computer operation (including MS Office) working knowledge of Hindi language, Office Management and excellent communication skills is necessary. The candidate shall be required to pass Shorthand Test at a speed of 100 wpm in English/Hindi and Computer Typing Test at a speed of 40/35 wpm in English/Hindi respectively. The candidates should possess an experience of 3 years as Stenographer/PA in a large organization. Those working in Govt. /PSU should have two years experience in the scale of Rs. 7600-21100 or equivalent. |
| 7. | In case of recruitment by promotion                               | NA  |
| 8. | Period of probation   | One year- extendable by a maximum period of one more year, if considered necessary.   |

**\*Not applicable for existing Departmental Candidates**

**Note: All above essential and additional educational qualification must be of full time Course/Degree/Diploma from a reputed Institution/University for Direct Recruitment (not applicable for existing departmental candidates as per decision taken by Board in its 272<sup>nd</sup> Board Meeting held on 30<sup>th</sup> June, 2017)**

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. II**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|    |                                     |  |
|----|-------------------------------------|--|
| 1. | Name of Post                        | Stenographer Gd. II  |
| 2. | Classification                      | Group C (NS-6)   |
| 3. | Scale of Pay                        | Rs 8700 - 24500  |
| 4. | Method of recruitment               | 100% by promotion  |
| 5. | In case of recruitment by promotion | By promotion of employees in the Stenographer cadre working in the next below post, having following specifications:-<br><br>Sr. Secondary with 3 years<br>Diploma /Graduates & above : 4 years<br><br>Sr. Secondary : 5 years |
| 6. | Period of probation                 | One year- extendable by a maximum period of one more year, if considered necessary.  |

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF SR. STENOGRAPHER Gd. I**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|   |                                     |   |
|---|-------------------------------------|---|
| 1 | Name of Post                        | Stenographer Gd. I  |
| 2 | Classification                      | Group C (S-1)   |
| 3 | Scale of Pay                        | Rs 9400-25700   |
| 4 | Method of recruitment               | 100% by Promotion   |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employee in the Stenographers cadre working as Stenographer Gd. II having following specification:</b></p> <p>Sr. Secondary with 3 years :4 Years<br/> Polytechnic Diploma/Graduates &amp; above.</p> <p>Sr. Secondary :5 Years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year, if considered necessary.   |

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF SR. STENOGRAPHER Gd. II**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|   |                                     |  |
|---|-------------------------------------|--|
| 1 | Name of Post                        | Sr. Stenographer Gd. II  |
| 2 | Classification                      | Group C (S-2)  |
| 3 | Scale of Pay                        | Rs 9800 – 27600  |
| 4 | Method of recruitment               | 100% by Promotion  |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employees in the Stenographers cadre working as Stenographer Gd. I having following specification:</b></p> <p>Sr. Secondary with 3 years : 4 Years<br/> Diploma/Graduates &amp; above</p> <p>Sr. Secondary : 5 Years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year, if considered necessary.  |

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF SR. STENOGRAPHER Gd. I**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|   |                                     |   |
|---|-------------------------------------|---|
| 1 | Name of Post                        | Sr. Stenographer Gd. I  |
| 2 | Classification                      | Group C (S-3)   |
| 3 | Scale of Pay                        | Rs 10500 – 29500  |
| 4 | Method of recruitment               | 100% by Promotion   |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employees in the Stenographers cadre working as Sr. Stenographer Gd. II having following specification:</b></p> <p>Sr. Secondary with 3 years : 4 Years<br/> Diploma/Graduates &amp; above</p> <p>Sr. Secondary : 5 Years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year, if considered necessary.   |

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF APS**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|   |                                     |  |
|---|-------------------------------------|--|
| 1 | Name of Post                        | APS  |
| 2 | Classification                      | Group B (S-4)  |
| 3 | Scale of Pay                        | Rs 10900 – 31500   |
| 4 | Method of recruitment               | 100% by Promotion  |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employees in the Stenographers cadre working as Sr. Stenographer Gd. I having following specification:</b></p> <p>Sr. Secondary with 3 years : 4 Years<br/> Diploma/Graduates &amp; above</p> <p>Sr. Secondary : 5 Years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year, if considered necessary.  |

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY**  
(As approved by the Board in its 272nd meeting held on 30.06.2017)

|    |                       |  |
|----|-----------------------|--|
| 1. | Name of post          | Private Secretary  |
| 2. | Classification        | Group 'B' Post (E-0)   |
| 3. | Scale of pay          | Rs.12600-32500   |
| 4. | Method of recruitment | <p><b>By promotion of Asstt. Private Secretary working in the scale of Rs.10,900-31,500 (S-4) having following specifications:</b></p> <p>Graduation &amp; above with proficiency : 5 Years in Stenography &amp; Computer Operations.</p> <p><u>OR</u></p> <p>3 years Diploma in Office Management with Stenography from a Govt. Polytechnic</p> <p>Sr. Secondary or equivalent with : 6 Years proficiency in Stenography &amp; knowledge of Computer (MS Office) is mandatory</p> |
| 5. | Period of Probation   | One year, extendable by maximum period of one more year, if considered necessary.  |