

NATIONAL SEEDS CORPORATION LIMITED
RECRUITMENT RULES FOR THE POST OF TRAINEE (STENOGRAPHER)
 (As approved by the Board in its 281st meeting held on 25/01/19)

1.	Name of the Post	Trainee (Stenographer)
2.	Classification after absorption	Group "C" (NS-3)
3.	Scale of Pay after absorption	Rs. 17000-60000 /-
4.	Maximum age limit for General category	Not exceeding 27* years as on last date of receipt of applications.
5.	Education Qualification	Sr. Secondary & equivalent with three years Diploma in Office Management with minimum of 60%* marks with Stenography from Govt. recognized Polytechnic OR Graduate from a recognized university with a minimum of 60%* marks preferably with Certificate course of Stenography. 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 and Computer Typing Test at a speed of 35 wpm in English respectively. For the Final Merit list 50% weightage of marks will be taken from marks secured in written examination and 50% weightage will be taken from marks secured in Shorthand Test & Computer Typing Test.
6.	Period of Training	One year training which is extendable by a maximum period of 6 months.
7.	Stipend	Consolidated amount equal to basic pay of Rs. 17000/- per month + DA applicable on the date of advertisement and HRA at applicable rates OR single seated rent free hostel accommodation depending upon the place of posting. The amount of stipend will remain same during the training period unless otherwise revised by the Management.
8.	Terms & Conditions	On successful completion of training period of one year/extended period and satisfactory performance during training, the trainee may be considered for absorption as Stenographer Gd. V in the scale of pay of Rs. 17000-60000/-. Selected candidates have to execute surety bond of Rs. 1,40,000/- (Rs. 70,000 for SC/ ST) to the Corporation on non-judicial stamp paper of Rs. 100/- for completing training period and to serve the Corporation for a minimum period of three years after successful completion of training period and absorption. Trainee not absorbed by the Corporation will be given a certificate on completion of training without any obligation on the part of Corporation for future employment.
9.	Method of Recruitment	100% by direct Recruitment

***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 272nd Board Meeting held on 30th June, 2017)



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NATIONAL SEEDS CORPORATION LIMITED
RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. V
(As approved by the Board in its 281st meeting held on 25/01/19)

1.	Name of Post	Stenographer Gd. V
2.	Classification	Group C (NS-3)
3.	Scale of Pay	Rs 17000-60000
4.	Method of recruitment	100% by absorption of Trainee (Stenographer)
5.	In case of recruitment by promotion	Not Applicable
6.	Period of probation	One year- extendable by maximum period of one more year, if considered necessary.



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NATIONAL SEEDS CORPORATION LIMITED
RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. IV
(As approved by the Board in its 281st meeting held on 25/01/19)

1.	Name of Post	Stenographer Gd. IV
2.	Classification	Group C (NS-4)
3.	Scale of Pay	Rs 18000-64000
4.	Method of recruitment	100% by promotion
5.	In case of recruitment by promotion	By promotion of employees in Secretarial discipline working as Stenographer Gd. V having following specifications: Sr. Secondary with 3 years Diploma /Graduates & above : 4 years Sr. Secondary : 5 years
6.	Period of probation	One year- extendable by maximum period of one more year, if considered necessary.



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NATIONAL SEEDS CORPORATION LIMITED
RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. III
(As approved by the Board in its 281st meeting held on 25/01/19)

1.	Name of Post	Stenographer Gd. III
2.	Classification	Group C (NS-5)
3.	Scale of Pay	Rs 19000-68000
4.	Method of recruitment	100% by promotion
5.	In case of recruitment by promotion	By promotion of employees in Secretarial discipline working as Stenographer Gd. IV having following specifications: Sr. Secondary with 3 years Diploma /Graduates & above : 4 years Sr. Secondary : 5 years
6.	Period of probation	One year- extendable by a maximum period of one more year, if considered necessary.

