

भारत सरकार/ Government of India
गृह मंत्रालय/ Ministry of Home Affairs
भारत के महारजिस्ट्रार एवं जनगणना आयुक्त का कार्यालय/
Office of the Registrar General & Census Commissioner, India
जनगणना भवन, 2/A मानसिंह रोड, नई दिल्ली-110011/
Janaganana Bhawan, 2/A, Mansingh Road, New Delhi-110011

File No.: A-16013/1/2024-Ad.V **Date: 06.02.2026**

CIRCULAR

Sub: Filling up of 23 posts of '**Stenographer Grade-I**' on deputation/absorption basis in the Office of the Registrar General, India, New Delhi as well as DCOs having the offices in all the capital cities/ UTs of India

Applications through proper channel are invited for filling up of the following post on deputation/absorption basis in the office of the Registrar General, India, New Delhi and Directorates of Census Operations (DCOs) having the offices in all the capital cities / UTs of India: -

Sl.No.	**Name of the post**	**No. of posts to be filled in HQ/DCOs all over the country (subject to variation depending upon the work load)**	**Pay Band, Pay Scale and Grade Pay**
1.	Stenographer Grade-I	23 posts	Level 6 of Pay matrix (pre-revised PB-2 with Grade Pay of Rs.4200/- under 7th CPC)

2. The eligibility, Terms & Conditions (Annexure-I), Proforma for application (Annexure-II) and Duties & Responsibilities (Annexure-III) to the above post may be seen at website **https://www.censusindia.gov.in.**

3. The pay of the officers so selected will be regulated in terms of the

Department of Personnel and Training's OM No.2/8/97-Estt.(Pay-II0 dated 11.03.1998 and as amended from time to time.

4. The applications of only such officers/ candidate will be considered which are routed through proper channel and are accompanied by supporting self-attested certificates/ documents in support of Qualification and Experience claimed by the candidates and are also accompanied with the following certificate: -

(i)	Vigilance clearance certificate and integrity certificate
(ii)	Cadre clearance
(iii)	Statement of major/minor penalties, if any, imposed during the last 10 years.
(iv)	Bio-data in duplicate as per proforma given Annexure-II
(v)	Photo copies of ACRs for the past five years duly attested on each page by an officer not below the level of Under Secretary or equivalent.

5. It is, therefore, requested that the application of eligible and willing officers/candidates and who can be spared immediately in the event of selection may be forwarded to "The Under Secretary, Admin.V Section, Office of RGI, Janaganana Bhawan, 2/A, Mansingh Road, New Delhi-110011" in duplicate in the prescribed proforma (Annexure-II) duly signed by the applicant and certified by the Controlling Officer within a period of 60 days from the date of publication of this circular in Employment News. Candidates applying for the above post must note that withdrawal of candidature at any stage will attract debarment from other deputation opportunities in the department for a period of five years.

6. Period of deputation including period of deputation in another ex-cadre be immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years.

7. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications through proper channel.

8. The selected candidate will be given choice posting as far as possible and to the extent of vacancy in that states/ UTs.

9. Incomplete applications and applications received after the closing date and not certified by the respective forwarding authority, will not be entertained.

10. It may be ensured that the applications are forwarded **strictly with reference to the circular and the annexures.**

Digitally signed by Katyayani Kulkarni
Date: 06-02-2026 12:11:52

(Katyayani Kulkarni)

Under Secretary to the Govt. of India

Copy to:

i. The Director, DAVP, Soochna Bhawan, 2nd Floor, Phase IV, CGO Complex, Lodhi Road, New Delhi with the request to advertise the aforesaid post in Employment News/Rozgar Samachar.

ii. Assistant Media Executive (Ad.III), DAVP, Soochna Bhawan, 10th Floor, Phase IV, CCGO Complex, Lodhi Road, New Delhi.

iii. Senior Technical Director. ORGI with the request to upload the circular on website of Office of RGI.

iv. Hindi Section for Hindi version

Annexure-I

Post-wise Eligibility Experience

Sl No.	Name of the Post	Eligibility as per RR
01	**Stenographer Grade-I**	Officers holding the post of Stenographer under the central Govt. and

		a. (i) Holding analogous post on regular basis in the parent cadre or department; OR (ii) With ten years' regular service in the Pay Band-I with Grade Pay Rs.2400; or equivalent. **Note 1**: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. **Note 2**: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinary not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding fifty-six years' as on the closing date of receipt of applications. **Note 3**: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of this pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Annexure-II

BIO-DATA PROFORMA

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-I

1. Name and Address in Block letters:-	
2. Date of Birth (in Christian era):-	
3. Date of retirement under Central/State Govt. rules:-	
4. Education Qualification:-	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	
Qualifications/Experience required	Qualification/experience possessed by the Officer
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	

7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad-hoc/temporary or quasi- permanent/ permanent	
9. In case the present employment is held on deputation/contract basis, please state: -	
10. Additional details about present employment Please state whether working under Central Govt. State Govt.	

Autonomous Organizations Government Undertakings Universities	
11. Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
12. Present total emoluments per month.	
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
14. Whether belongs to SC/ST	
15. Name of DCO applied for *(maximum three options)	
15. Remarks	

*Candidate may apply for more than one DCO giving their order wise preference for posting.

Note: Incomplete applications and not counter signed by Head of Office/Employer will not be entertained.

(Signature of the Candidate)
Address:……
……..

Date:-.....
Countersigned ……
(Employer)

ANNEXURE-III

Duties and Responsibilities for the post of Stenographer Grade-I

a. To perform all stenographic duty.

b. To maintenance all official telephone call of the officer.

c. Maintain an arranged diary and submitting necessary paper for meeting, interview etc.

d. To attend any work assigned by the senior officer.