



सत्यमेव जयते

भारत सरकार/GOVT. OF INDIA

लक्षद्वीप प्रशासन/ LAKSHADWEEP ADMINISTRATION

(सचिवालय – सेवा अनुभाग)/(Secretariat – Service Section)

कवरत्ती द्वीप - ६८२५५५/Kavaratti Island – 682 555.

F.No.12/47/2019-Services / 3162.

Dated 21.10.2019

CIRCULAR

Sub: - UTL - Services - Filling up the post of Stenographer(Gr.III) by promotion from L.D. Clerk and similar grades under UTL Administration - Application called for - Regarding.

Applications are invited to fill up the vacancies of Stenographer (Grade-III) (General Central Service Group 'C' Non Gazetted-Ministerial) in the Level-4 of Pay Matrix (Rs. 5200-20200 + GP Rs.2400/-) by promotion from the cadre of L.D.Clerk and similar grades having the following qualifications.

Educational and other Qualifications:

- 1) Pass in 12th class or equivalent from recognized Board or University.
- 2) 8(Eight) years regular service in the grade of L.D.Clerk.

Scale of Pay of the Post:

Level-4 in Pay Matrix (Rs. 5200-20200 + GP Rs.2400/-)

Selection Process:

The employees who applied in response to this Circular shall have to appear in the Selective test (Skill test in typing and transcription of Stenography on computer),

Skill Test Norms :-

Dictation 10minutes@80w.p.m.

Transcription 50 minutes(English) 65 minutes Hindi.

The exact date and venue of test will be intimated later.

The L.D.Clerk and similar grade staff those who fulfill the Educational qualifications and Eight years regular service in the grade as on 05.11.2019 may apply in the prescribed format through proper channel. The last date of receipt of the application is 05.11.2019.

Director (Services)

To: -

1. All the Departmental Head / Institutions at Kavaratti with a request to circulate among LDCs.
2. DCs/SDOs in islands and AO, Kochi with a request to circulate this among the L.D.Clerks in all the offices in the respective islands/ mainland under acknowledgement.

**APPLICATION FORM FOR FILLING THE VACANT POST OF STENOGRAPHER
(GRADE-III) BY PROMOTION FROM L.D.CLERKS CIRCULATED VIDE**

F.NO.12/47/2019 - SERICES DATED 21.10.2019.

(To be filled in capital letters with ball pointed pen only)

(FOR OFFICE USE ONLY)

Date of receipt of application	
Registration No.	
Remarks if any	

Affix recent
Passport size
Photograph.

*(Attested by
Head of Office)*

(TO BE FILLED BY THE CANDIDATE)

1	Name of the applicant(in Block Letters)	
2	Name of Father/Mother	
3	Employee Code	
4	Date of Birth (in figures and in words)	
5	Office in which presently working	
6	Date of joining in the UTL Administration	
7	Date of regular appointment in the present cadre	
8	Community (SC/ST/OBC)	
9	Nativity	
10	Permanent Address (including e-mail ID and contact Number)	
11	Address for communication (including e-mail ID and contact Number).	
12	Educational qualifications	
	(a) Name of the Institution & Board/University	
	(b) Year of Pass	
13	Additional information if any	

Declaration by the Candidate: - Certified that the information furnished above are true and correct to the best of my knowledge and belief.

Name & Signature of the Candidate:

Contd....2/-

Declaration by the Head of Department/Institution:

- (i) Certified that the information furnished above were verified with reference to the official records and found correct.
- (ii) Certified that there is no Vigilance case/Police case pending or contemplated against the above candidate.
- (iii) Certified that there is no doubt about his/her Integrity.

**Name & Signature of
Head of Office/Institutions:**

(Office Seal)

List of Enclosures: -

- 1. Proof of Educational qualifications.
- 2. Attested copy of Community Certificate.
- 3. Copy of Appointment and Regularization order.
- 4. Attested copy of employee I.D.Card.