



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

शीघ्र डाक  
SPEED POST

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

30 MAY 2019

PB-6/SSC(1)/2018-pt

Date: 24.05.2019

MEMORANDUM

Subject: - Provisional Appointment to the post of Stenographer Grade-D in the Directorate General of Shipping, Ministry of Shipping GoI.

On the recommendation of the Staff Selection Commission (N.R.), the Director General of Shipping & Additional Secretary to the Govt. of India is pleased to offer appointment to **Shri Sourabh Prajapati**, as **Stenographer Grade-D** in the Directorate General of Shipping, in the Central Civil Service, (Group 'C' Non-Gazetted), Non-Ministerial in the Level 4 of Pay Matrix, ₹. 25,500/- in Pay Scale of ₹ 25,500-81100 plus admissible allowance in force, subject to the instructions issued by GoI, from time to time.. The provisional appointment is subject to his satisfactory Medical Report and verification of character antecedents from the concerned Police authorities. This said provisional appointment is further to his submission of the self declaration attestation form (enclosed with this letter) duly filled and signed by him, to this office.

2. The terms and conditions of appointment are as follows:-

i) The appointment is temporary and the appointee will be on probation for a period of 2(Two) years with effect from the date of appointment, which may be extended or curtailed at the discretion of the competent authority. Failure to complete the period of probation to the satisfaction of the Competent Authority will render the appointee liable to discharge from service.

ii) The appointment is subject to termination by the appointing authority at any time during the period of probation and thereafter by giving one month's notice on the either side, viz. the appointee and the appointing authority. The appointing authority however, reserves the right to terminate the services of the appointee forthwith or before the expiry of the stipulated period of notice or by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

(iii) "Further offer of appointment will be subject to the condition mentioned at para 12 (3) of staff selection commission notice stenographer (Grade 'C' & 'D') Examination 2017 which read as below:

Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments or authority. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination."

3. The appointment will be further subject to the:-
- a) Production of certificate of fitness from the Competent Medical Authority, viz. the Chief Medical Officer/Civil Surgeon.
  - b) Submission of enclosed attestation Form (in duplicate with latest passport size photograph duly affixed)
  - c) Character Certificates from two serving Gazetted officers of Central/State Govt. or stipendiary Magistrate in the form appended (Annexure-III). The certificates not being more than three months old.
  - d) Submission of declaration to the effect that he does not have more than one wife living, the appointment will be subject to his being exempted from the enforcement of the requirement in this behalf. In case the appointee has more than one wife living or having a spouse living marries again and in case such marriage is void by reason of its taking place during the lifetime of such spouse, he shall not be eligible for appointment.
  - e) Taking an oath of allegiance/faithfulness to the Constitution of India or making of a solemn affirmation to the effect.
  - f) Production of the following original certificates together with an attested copy of each .
    - (i) Certificate of Educational and other qualifications.
    - (ii) Certificate of age.
    - (iii) Certificate of discharge/release from the present employer, if any,
    - (iv) Caste Certificate from the Competent Authority if he belongs to a Scheduled Caste/Scheduled Tribe/OBC.
    - (v) Character Certificate from two serving Gazetted Officers of the Central/State Government or stipendiary Magistrate in the form appended (Annexure-III)., the Certificate not being more than 3 months old.
4. The appointee should also state whether She/he was/is under obligation to serve another Central Govt. Department, a State Govt. or Public Authority.
5. The appointment is provisional and is subject to the caste/tribe/community certificate being verified through proper channels. If the verification reveals that the claim of candidate belongs to SC/ST/Other Backward Classes is false or claim of the candidate belong to OBC creamy layer is false, the services of such candidate will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
6. The appointee will be covered under the New Pension Scheme. As per DOP&T's O.M. No. 28/30/2004-P&PW(B) dated 26<sup>th</sup> July 2005, the candidates who were already in Govt. service on or before 31.12.2003 will be governed by the provisions laid down under Central Civil Services (Pension) Rules, 1972.