

(E-961)

No: NGE-13007/1/2020-NGE-CGA/753

भारत सरकार/ Government of India

वित्त मंत्रालय/ Ministry of Finance

व्यय विभाग/ Department of Expenditure

भारत के महालेखा नियंत्रक/ Controller General of Accounts of India

(HR-4 अनुभाग/ Section)

महालेखा नियंत्रक भवन/ Mahalekha Niyantarak Bhawan

जी.पी.ओ. कॉम्प्लेक्स, ब्लॉक-ई, आई.एन.ए./ GPO Complex, Block-E, INA

नई दिल्ली/ New Delhi - 110023

ई-मेल/ Email ID:- hr4section-cga@nic.in

दिनांक मार्च, 2026.

Dated, the 20th March, 2026.

Vacancy Circular

The Controller General of Accounts of India, New Delhi, proposes to fill up following post in Central Civil Accounts Service (CCAS) Cadre on deputation basis, as per details given below:-

| S. No. | Name of the posts | No. of the posts | Level in Pay Matrix as per 7 th CPC | Place of Posting |
|--------|------------------------|------------------|--|--|
| 1. | Stenographer Grade - I | 30 | Pay Level-6 | Various ministries/departments under CGA Organisation at Delhi station |

Eligibility for Stenographer Grade-I:

Officers of the Stenographer cadre under the Central Government:

- holding analogous posts on regular basis in the parent cadre or department; or
- with ten years regular service in level-4 in the 7th CPC pay matrix (Rs.25500-81100) or equivalent.

Note-1:- The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note-2:- The period of deputation (including short term contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note-3:- The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.

General Conditions

1. The Competent Authority reserves the right either to fill up the posts or not to proceed for appointment without assigning any reason thereof.
2. The applications of willing and eligible officials may be sent in the prescribed proforma (enclosed) along with attested copies of ACRs/APARs of the last five years and vigilance clearance/Integrity Certificate, through proper channel to the Joint CGA (HR-4 Section), Mahalekha Niyantarak Bhawan, GPO Complex, Block-E, INA, New Delhi within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar. The applicant must ensure that the application should reach to this office within the time as mentioned in the Advertisement.
3. Applicants may send advance copies by post at the above address and also on email id:-hr4section-cga@nic.in. However, only the applications received through proper channel by the due date and complete in all respects, shall be considered for selection.
4. The deputation will be governed by the terms and conditions as stipulated in DoP&T OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and subsequent instructions issued by DoPT from time to time thereon in the subject matter.



Joint CGA (HR-4 Section)

**APPLICATION FORM FOR RECRUITMENT TO THE POST OF
STENOGRAPHER GRADE-I ON DEPUTATION BASIS IN
CENTRAL CIVIL ACCOUNTS SERVICE**

| | | |
|-----|--|------------|
| 1. | Full name (in block letters) | |
| 2. | Father's Name | |
| 3. | Postal Address | |
| 4. | Contact No. | |
| 5. | Alternative Contact No. | |
| 6. | Permanent Address | |
| 7. | E-mail Id | |
| 8. | Fax No. | |
| 9. | Date of Birth | DD/MM/YYYY |
| 10. | Date of Superannuation | DD/MM/YYYY |
| 11. | Present Post | |
| 12. | Present Pay Level in 7 th CPC | |

13. Educational Qualification:

| Exam Passed | Board/University | Year of Passing | Subjects | Percentage |
|-------------|------------------|-----------------|----------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

14. Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below):

| Office/ Department/ Ministry | Post held | Period | | Nature of appointment (Regular/ Adhoc/ Deputation) | Nature of Duties |
|------------------------------------|--------------|----------------------|--------------------|---|---------------------|
| | | From (DD/MM/YYYY) | To (DD/MM/YYYY) | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

15. In case the present employment is held on deputation, please state:

- a) The date of initial employment:
- b) Period of appointment on deputation with address:
- c) Name of parent office/organization to which you belong:

16. Whether belong to SC/ST/OBC/PwBD/Ex-Serviceman:

17. Any Other Information:

DECLARATION

18. I solemnly declare and affirm that the information given above is correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/selection/engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the Tribunal may deem fit and proper.

19. That I fulfil the requisite conditions in terms of age, Pay Band & GP, regular service and other qualification for the post applied for i.e. Stenographer Grade-I.

Date: _____

Place: _____

(Signature with date)

Name : _____

Recommendation of competent authority

- (i) Service particulars furnished by the applicant are verified from service records and are found correct. Attested copies of ACRs/APARs for the past five years are annexed.
- (ii) There is no vigilance case pending or contemplated against the officer.
- (iii) If the officer is selected, he/she shall be relieved within 15 days of receipt of appointment letter.

(Signature and seal of competent authority)