

No. 2/03/2010.Admn.CIC
केन्द्रीय सूचना आयोग
Central Information Commission

APPLICATIONS ARE INVITED

FOR APPOINTMENT AS CONSULTANTS

IN TERMS OF GENERAL FINANCIAL RULES

ON CONTRACT BASIS

The last date of receipt of application is June 17, 2011:
The application in the **Prescribed Form** which is attached below should reach **by 17th June, 2011 to;**

**Under Secretary (Admn.),
Room No. 304, 2nd Floor,
August Kranti Bhawan,
Bhikaji Cama Place,
New Delhi-110067**

Under Secretary (Admn.)

ENGAGEMENT OF STENOGRAPHERS ON SHORT-TERM CONTRACT

1. The Central Information Commission intends to engage, on contract, persons with suitable experience for administrative and quasi judicial work.
2. The engagement shall be made for a period of one year which may be extended by another year depending upon the satisfactory review of the performance by the Commission and the same shall be done by the Chief Information Commissioner on the recommendation of Information Commissioner(s) and/or Secretary of the Commission as the case may be.
3. **Eligibility Criteria:-**
 - Essential**
 - (a) Bachelor's degree in any discipline.
 - (b) Not more than 65 years in age.
 - (c) At least ten years of experience of working with Officer not below the Rank of and in the pay scale of Deputy Secretary. With experience of working in a constitutional/ Statutory/ judicial/ quasi- judicial body/ government/autonomous bodies.
 - (d) Computer proficiency (MS-Word and Web-based programme),
 - (e) Shorthand speed 80 w.p.m. in English/Hindi
4. **Desirable**

Proficiency in taking dictation and typing related to litigation work.
5. **Scope of Work**
 - a) The contractual worker shall take dictation, transcribe the same, type, manage the day to day functioning/ house-keeping work of the Office of the Officer of the Secretariat/Commissioner, and any other work assigned. He/ She shall be responsible for fixing hearing dates/appointment etc of the Commissioner/senior Officers of the Commission or any other work assigned to him.
 - b) He/ She shall receive all applications, appeals, complaints, rejoinders, submissions and counters on behalf of the registry of the bench of the Commission to which he or she is attached and have them placed in the relevant files for the perusal of the Commission.
6. **Remuneration**
 - a) The remuneration will be paid upto Rs. 25,000.00 per month based upon his drawals in terms of his post retirement benefits if received from Govt. of India./State Govt./PSU's/ Autonomous Bodies etc. The retired person from Govt. will be paid remuneration on last pay drawn minus pension.
7. **Submission of application**

Applications may be submitted to Section Officer (Admn.), Central Information Commission, Room No.304, 2nd Floor, August Kranti Bhavan, New Delhi - 110067 in the prescribed Proforma. (Annexure -1).

Application Form
Central Information Commission

To be submitted in three copies.
The format given below should be neatly typed on separate sheets given item-wise information

Application in an incomplete form will not be entertained

Details		
1.	Name	
2.	Father/Husband's Name	
3.	Date of Birth* & Age	
4.	Complete Postal Address	
5.	Permanent Address	
6.	Telephone/Mobile No.	
7.	E-mail Address (if any)	
8.	Educational Qualification*	
9.	Professional Qualification*	
10.	Work Experience (Give chronologically) If required, please attach separate sheet.	
11.	Experience in RTI/ Transparency issues	

Place

Date

(Signature)

* Attested photocopies of the Age Proof, Educational, Professional and Work experience.