

No. A-11058-01/2014-DMS  
Government of India  
Delhi Milk Scheme  
West Patel Nagar  
New Delhi-110008

Dated the 29 December, 2016

**WALK IN INTERVIEW TO BE HELD ON 10 TH JANUARY, 2017 AT 11.00 AM IN ROOM NO.59, ADMININSTRATIVE BLOCK, DELHI MILK SCHEME, NEW DELHI-110008**

Delhi Milk Scheme (a subordinate office of the Ministry of Agriculture & Farmers Welfare) propose to engage the service of the 1 (One) Stenographer and 1 (One) Multi Tasking Assistant for a period of 4 months on contract basis and extendable as per requirement with consolidated emoluments of Rs. 11830/- (fixed per month) and amended from time to time by the Government of India/Govt. of NCT Delhi, under minimum wages act, on the following terms and conditions:-

**Eligibility**

1. 12th Standard Pass from a recognized Board/Institution. Preference would be given to those possessing bachelor's Degree from a recognized University and also preference would be given to retired DMS employees.
2. Must have 1 year certificate in stenography from a recognized institution or 1 year working experience in a reputed firm/organization (for Stenographer).
3. Must be capable of working on computer.

**Age**

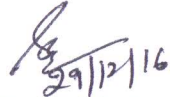
Not exceeding 35 years. However, this age limit will be relaxable up to 65 years for retired persons from Govt. or Semi govt. organizations.

**Other Terms and conditionas**

1. Applicants should bring all the original documents/certificates at the time of interview.
2. The assignment does not carry any HRA, CCA, DA of any other perquisites or regular service benefits like earned leave etc.
3. The candidate will have no claim for any regular absorption on the basis of this engagement.
4. The decision of the Competent Authority in the Department regarding selection will be final and no communication will be entertained in this regard.
5. No TA/DA will be allowed for candidates participating in the selection procedure/walk -in interview.
6. The tenure may be extended/terminated depending as per the requirement of the Department and /or the performance of the officials.
7. The contract from either side can be terminated by giving prior one month's notice to the other party.

Application along with relevant documents should reach the office of undersigned by 9th January, 2017. Application found incomplete will not be considered.

This issues with the approval of the Competent Authority.

  
(Sumedha Bhargava)  
Administrative Officer  
Tel. 25873702

Encl: Proforma for application.

To: All Ministries and Department/offices of the Central Government.

Copy to:

1. The Director (DD), Department of AHD& F for information
2. NIC, DAHF, Krishi Bhawan, New Delhi, with the request to upload the circular on the official website of the Department of AHD& F.

**PROFORMA**

**Engagement as Stenographer/Multi Tasking Assistant in Delhi Milk Scheme**

1. Name
2. Date of Birth
3. Educational Qualifications (Please enclose documents):

Recent  
Passport size  
photograph to  
be pasted  
here

| Sl. No. | Name of the Certificate/Degree | Board/University | Year of Passing | Total Marks/Obtained Marks | Other Details if any |
|---------|--------------------------------|------------------|-----------------|----------------------------|----------------------|
|         |                                |                  |                 |                            |                      |
|         |                                |                  |                 |                            |                      |

4. Details of earlier experience in the relevant field of the subject post. :
5. Date of Joining Govt. service (in case of retired employee) :
6. Date of Retirement :
7. Name of the office from where retired :
8. Last Pay drawn (Pay Band+ Grade Pay) :
9. Details of knowledge in computer :
10. Postal address, E-mail address, Telephone/Mob. No. etc. :

**Declaration**

I hereby declare that the particulars furnished by me as above are correct to the best of my knowledge and belief.

Date

Place

Signature of Candidate