

No. DFSS/2/20/2022 / 5778  
Government of India  
Ministry of Home Affairs  
**Directorate of Forensic Science Services**

Block No.9, 8<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi – 110 003.

Dated: March, 2025

17 April, 25

To

The Assistant Director (Advertisement),  
Employment News,  
7<sup>th</sup> Floor, Sochna Bhawan,  
Lodhi Road, New Delhi - 110003.

Sub.: Publication of post advertisement in the Employment News – reg.

Sir,

Enclosed please find herewith a copy of circular, regarding filling up of the post of Stenographer Gr. I (Group 'B', Non - Gazetted, Ministerial) on deputation basis at Directorate of Forensic Science Services HQ, New Delhi for publication in the Employment News.

2. It is requested that the said circular may please be published on priority basis in the earliest issue of 'Employment News' under intimation to this Directorate. The bill in respect of this job may be sent to this Directorate for arranging the payment, please.

Yours faithfully,

Encl.: As above.

(DV Subrahmanyam)  
Assistant Director (Admin)

Copy to

1. Website Desk, DFSS, New Delhi along with the detailed Circular with a request to upload the same on DFSS Website.

(DV Subrahmanyam)  
Assistant Director (Admin)

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New Delhi – 110 003.


Date: March, 2025

17 April, 25

**CIRCULAR**

This Directorate has invited applications in the prescribed proforma for filling up one post of Stenographer Gr. I (Group 'B', Non - Gazetted, Ministerial) on deputation basis, in Level – 6 of Pay Matrix on deputation basis at Directorate of Forensic Science Services HQ, New Delhi.

2. The complete information in respect of the above post is available at this Directorate website [www.dfs.nic.in](http://www.dfs.nic.in). The applications, complete in all respect, are required to reach this Directorate within a period of two months from the date of publication of this Circular in the Employment News.

  
(DV Subrahmanyam)  
Assistant Director (Admin)

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Block No.9, 8<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi – 110 003.

Dated: Mach, 2025.

**OFFICE MEMORANDUM**

Sub.: Filling up of one post of Stenographer Gr. I (Group 'B' Non - Gazetted, Ministerial) in Level – 6 of Pay Matrix at Directorate of Forensic Science Services HQ, New Delhi on deputation basis.

The undersigned is directed to state that one post of Stenographer Gr. I (Group 'B' Non - Gazetted, Ministerial) in Level – 6 of Pay Matrix is proposed to be filled up at Directorate of Forensic Science Services HQ, New Delhi on deputation basis:

2. The eligibility conditions, experience and job requirements for the post are shown in Annexure – I enclosed. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

3. The pay of officials, selected for appointment on deputation, and various other conditions will be governed in accordance with the orders/ instructions issued in this regard from time to time by the Government of India.


4. The applications in the prescribed proforma in Annexure – II enclosed, in respect of suitable, eligible and willing officials, who can be relieved immediately, if selected, may please be sent, along with up-to-date ACRs / APARs of last five years, photocopies duly attested by an officer not below the rank of Under Secretary to Govt. of India, and as also the certificate endorsed at Annexure – II duly signed by the Competent Authority. The duly completed applications must reach at the following address within a period of two months from the date of issue of this Circular:

The Assistant Director (Adm.),  
Directorate of Forensic Science Services,  
Block No. – 9, Floor – 8,  
CGO Complex, Lodhi Road, New Delhi – 110 003.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Applications received after the last date or without the required documents will not be entertained.

Yours faithfully,

  
(DV Subrahmanyam)  
Assistant Director (Admin)

**ANNEXURE – I**

1. Name of the Post: Stenographer Gr. I.
2. Number of posts  
& place of posting: 01 post at Directorate of Forensic Science Services, HQ New Delhi.
3. Scale of Pay : Level – 06 of Pay Matrix (Grade Pay – Rs.4200/-).
4. Eligibility Officers holding the post of Stenographer under the Central Government:

(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with six years regular service in the Level- 5 in the Pay Matrix or equivalent in the parent cadre or department;

Or

(iii) with ten years regular service in the Level- 4 in the Pay Matrix or equivalent in the parent cadre or department.

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

**Note 2:-** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or departmental of the Central Government shall ordinarily not exceed three years.

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

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**ANNEXURE – II**

Application for appointment to the Stenographer Gr. I (Group 'B' Non - Gazetted, Ministerial) in Level – 6 of Pay Matrix on deputation basis in the Directorate of Forensic Science Services, New Delhi.

1. Name & Address :  
(in Block Letters)
2. Date of Birth :
3. Date of retirement under Central/  
State Govt. Rules. :
4. Educational Qualification :
5. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:

| S. No. | Office/Org./Deptt | Post held | from | to | Scale of Pay & present basic Pay | Nature of duties |
|--------|-------------------|-----------|------|----|----------------------------------|------------------|
|        |                   |           |      |    |                                  |                  |

6. Nature of present employment :  
i.e. ad hoc or temporary or permanent  
or on deputation.
  7. Name & complete address of present  
Office / organization :
  8. In case present employment is held  
on deputation / contract basis, please state:
    - a) The date of initial appointment :
    - b) Period of appointment on deputation /  
contract :
    - c) Name of the parent office / organization :  
to which you belong, along with complete  
address.
  9. Additional details about present employment:  
Please state whether working under:  
Central Government / State Government
  10. Are you in revised scale of pay? If yes, :  
give the date from which the revision  
took place and also indicate the  
pre – revised scale.
  11. (i) Whether the present pay scale is  
acquired under MACP Scheme? :  
(ii) If yes, please mention the regular  
pay scale of the present post held :  
12. Total emoluments per month now drawn :  
13. Additional information, if any, which you  
would like to mention in support of your  
suitability for the post. Enclose a separate  
sheet, if the space is insufficient.
  14. Whether belong to SC / ST.
  15. Remarks.
- Date:

(Signature of applicant)  
Address:

**Certificate to be given by Head of Office of the applicant:**

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the officer and he is clear from the vigilance angle.
3. His integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

**(Head of Office)**