

1.	Name of the Organisation:	Ministry of Finance
2.	* Name of the post:	(i) Stenographer-II (ii) Lower Divison Clerk (LDC) (iii) Multi-Tasking Staff (MTS)
3.	* No. of Vacancies (in figures):	(i) Stenographer-II - 128 (ii) Lower Divison Clerk (LDC) - 58 (iii) Multi-Tasking Staff (MTS) - 128
4.	* Level/ Post:	Group 'C'
5.	Last Date:	22 Oct 2024
5.	For detail information see attachment below.	

**Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to [dgrddemp@desw.gov.in](mailto:dgrddemp@desw.gov.in)) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.**

**Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.**

OFFICE MEMORANDUM

Subject:- NOC for reporting vacancies to the Staff Selection Commission for the posts of Stenographer-II, Lower Division Clerk (LDC) and Multi Tasking Staff (MTS) (Non-Technical) in the Goods and Services Tax Appellate Tribunal (GSTAT), Department of Revenue-reg.

The undersigned is directed to say that following Group C, Non-Gazetted post are intended to be filled by direct recruitment in the Goods and Services Tax Appellate Tribunal, Department of Revenue through Staff Selection Commission (SSC).

Sr. No.	Name of Post	No. of post to be filled	Pay Level in the 7 <sup>th</sup> CPC matrix	Rs.	Educational and other qualification required for direct recruit
1	Stenographer-II	128	Level-4	(Rs. 25500 - 81100)	(i) Degree in any discipline from a recognised University or Institute; and (ii) skill test norms; dictation; 10 minutes @80 w.p.m. (English). Transcription 40 minutes on computer
2	Lower Division Clerk (LDC)	58	Level-2	(Rs. 19900 - 63200)	(i) 12 <sup>th</sup> Class or equivalent qualification from a recognised Board or University (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter OR A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word).
3	Multi Tasking Staff (MTS)	128	Level-1	(Rs. 18000 - 56900)	Matriculation pass or equivalent from a recognised board.

2. The break-up of the vacancies to be reported to the Staff Selection Commission are as follows:

Name of Post	Vertical Reservations					Total	Horizontal Reservations				
	UR	OBC	SC	ST	EWS		ESM	VH	HH	OH	OTHERS
1) Stenographer-II	54	34	19	9	12	128	12	2	1	1	1
2) Lower Division Clerk	26	15	8	4	5	58	5	1	1	0	0
3) Multi Tasking Staff	54	34	19	9	12	128	12	2	1	1	1

3. Directorate General Resettlement, Department of Ex-Servicemen Welfare, Ministry of Defence is requested to issue 'No Objection Certificate' for this Department for reporting the vacancies to SSC for direct recruitment through open competitive examination.

4. As the vacancies are to be reported to SSC, Directorate General Resettlement, Department of Ex-Servicemen Welfare may please take necessary action in the matter urgently.