

No. 33-17/2016-SEA-III
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
Room No. 1012, SEA – III Section,
Sanchar Bhawan, 20 Ashoka Road, New Delhi - 110001

Dated: 13 .04.2018

To,

All Pr.CCA/CCA/DG, NICF & CGCA

Sub: Forwarding of dossiers for appointment to the post of Stenographer Grade - II through Stenographer 'C' & 'D' Examination – 2016

The undersigned is directed to forward herewith the dossier(s) of _____ candidates nominated by SSC for appointment as Stenographer Grade – II in the Department of Telecommunications and allotted to your circle by the Competent Authority.

2. As per directions of SSC, the Appointing Authority should verify the following particulars/documents of each of the candidate prior to issuing offer of appointment to him/her:-

- (i) Date of Birth
- (ii) Essential Qualification as on crucial date (i.e. **01.08.2016**)
- (iii) The eligibility of candidates whose candidature has been kept provisional for reasons other than OBC status should be verified.
- (iv) Candidate's result, rank, category etc. may be verified with the result available on the commission's website and the list enclosed.
- (v) Photo, Signature, LTI and Handwriting taken on Admission certificate (Commission's Copy) and documents obtained at different stages of Examination need to be verified with those the candidate may actually submit at the time of joining the service.

3. In addition, pre-appointment formalities such as Character and Antecedent Verification & Medical Examination, etc. of the candidate may also be completed as per extant Rules and Regulations.

4. Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class will have to produce a certificate to the Appointing Authority/Selection Committee/Board etc. in support of his claim so as to make him eligible for reservation and various relaxations and concessions. The Appointing Authorities should verify the caste status of a Scheduled Caste/Scheduled Tribe/Other Backward Class candidate at the time of initial appointment against reserved vacancies. For this purpose, the caste and the community to which an SC/ST/OBC person belongs, his place of residence and the name of the State, should be pasted on the top of his service book, personal file or any other relevant document to facilitate such verification.

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It may be noted that a Scheduled Caste person, whose caste has been de-scheduled after his initial appointment as a Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions.

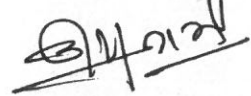
5. If any candidate declines the offer of appointment or fails to report for duty, or there is no response from him/her even after reminder(s) (through speed post/registered post with acknowledgement due), the offer of appointment should formally be cancelled and the candidate informed accordingly. The dossier of such a candidate may thereafter be returned to the commission after placing therein a copy each of the offer of appointment, subsequent reminder(s) and the memorandum of cancellation of the offer of appointment.

6. The process for issuing appointment letters to the candidates may be initiated as early as possible.

The task may be taken on top priority. Compliance report may be sent to this office.

Encl: As above.

Yours faithfully,



(O P JAIRATH)

Asst. Director General (SEA)

Tele. No. 011-2337 2251

e-mail: sea.dothq@gmail.com

Copy to: -

1. The Chairman, SSC, CGO Complex, Lodhi Road, New Delhi – 110003.
2. The Regional Directors, SSC – Northern Region/Central Region/Eastern Region
3. Guard File.

Allocation of Circles to Stenographer Grade - II

S.No.	ROLL	NAME	CAT1	CATSEL	RANK	Circle Code	CCA Office
1	2201048704	MEGHA GULATI	9	9	SL/134	AA	DoT HQ/CGCA
2	3003012696	AAYUSH TIWARI	9	9	SL/152	V	UP (EAST)
3	3003004877	ADITYA TRIPATHI	9	9	SL/182	AA	DoT HQ/CGCA
4	2003001680	ANUKANT KUMAR	9	9	SL/183	W	UP (WEST)
5	2201026693	LAVANYA DHAWAN	9	9	SL/186	U	TAMIL NADU
6	2201022693	ASHISH KUMAR	9	9	SL/188	AA	DoT HQ/CGCA
7	2201013251	VIDYA JOSHI	9	9	SL/259	F	DELHI
8	4410002655	BARNALI SARKAR	9	9	SL/264	N	KOLKATA
9	2201004093	SAURABH RAWAT	9	9	SL/328	Q	NORTH-EAST
10	2201007119	PAYAL SINHA	9	9	SL/384	F	DELHI
11	2201018902	ANISHA VERMA	9	9	SL/434	Z	NICF
12	2201022207	UPASANA ANAND	9	9	SL/452	T	RAJASTHAN
13	2201005787	SHIVANI SHARMA	9	9	SL/469	K	JHARKHAND
14	2201023266	AASTHA BALI	9	9	SL/480	H	HARYANA
15	2201030117	CHARU VASHISTHA	9	9	SL/494	S	PUNJAB
16	2201015654	TARUN PADIHAR	6	9	SL/507	I	HIMACHAL PRADESH
17	2201042715	AVITOSH SRIVASTAV	9	9	SL/519	D	BIHAR
18	2201034385	NIKITA SAXENA	9	9	SL/544	G	GUJARAT
19	2201016451	SAHIL SHARMA	9	9	SL/561	X	UTTARAKHAND
20	2201010694	LOKESH	9	9	SL/573	L	KARNATAKA
21	2003003507	KM NIDHI CHAUHAN	9	9	SL/585	O	MADHYA PRADESH
22	2201000874	PRASHANT TOMAR	9	9	SL/599	J	JAMMU & KASHMIR
23	2201030857	DEEPALI SAJWAN	9	9	SL/601	P	MAHARASHTRA
24	2003009442	AJAY	6	9	SL/602	P	MAHARASHTRA
25	2201045715	SONIA JHAM	9	9	SL/603	R	ODISHA
26	2201003109	DHRUV KAUSHIK	9	9	SL/614	M	KERALA
27	2201029885	SAURABH SHARMA	9	9	SL/615	B	ANDHRA PRADESH
28	2201033190	SIMPY	9	9	SL/617	AB	TELENGANA
29	2201035931	DIVYA BHATNAGAR	9	9	SL/630	Y	WEST BENGAL
30	2201012271	JYOTI KINGER	9	9	SL/633	A	ANDAMAN & NICOBAR
31	2201003464	MONIKA THAKUR	1	9	SL/660	C	ASSAM
32	2201008984	AMAN UNIYAL	9	9	SL/679	E	CHHATTISGARH

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