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**FOR APPLYING TO THE POSTS ADVERTISED BY NSC FOR DIRECT RECRUITMENT:**  
Trainees and Employees absorbed from traineeship and are in bond period may refer notice issued under file No. 33(1)/06-HR/NSC dated 26.11.2018.

**CONDITION APPLICABLE FOR DEPARTMENTAL CANDIDATE IN DIRECT RECRUITMENT FOR RELAXATION IS MENTIONED BELOW AS PER THE DECISION OF THE BOARD IN ITS 272<sup>nd</sup> BOARD MEETING HELD ON 30<sup>th</sup> JUNE, 2017:**

“Candidate having higher qualification joining in a lower post will be eligible to apply for higher post after completion of bond period even if the course completed is through correspondence or distance education. If an employee has acquired higher qualification before joining NSC or acquires higher qualification with prior approval during his service period, he will be eligible to apply for higher post after completing four years service, even if the course is through correspondence or distance education”



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF TRAINEE (STENOGRAPHER)**  
(As approved by the Board in its 285<sup>th</sup> meeting held on 28-02-2020)

|    |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post                       | Trainee (Stenographer)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2. | Classification after absorption        | Group "C" (NS-3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. | Scale of Pay after absorption          | Rs. 17000-60000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4. | Maximum age limit for General category | Not exceeding 27* years as on last date of receipt of applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5. | Educational Qualification              | <p>Sr. Secondary &amp; equivalent with three years Diploma in Office Management with minimum of 60%* marks with Stenography from Govt. recognized Polytechnic OR Graduate from a recognized university with a minimum of 60%* marks preferably with Certificate course of Stenography.</p> <p>Proficiency in computer operation (including MS Office) working knowledge of Hindi language, Office Management and excellent communication skills is necessary.</p> <p>The candidate shall be required to pass Shorthand Test at a speed of 80 wpm in English and Computer Typing Test at a speed of 30 wpm in English respectively. The Shorthand Test &amp; Computer Typing Test shall be of qualifying nature. It is mandatory to pass both the tests Shorthand Test and Computer Typing Test to shortlist candidates for preparing Final Merit List.</p> |
| 6. | Period of Training                     | One year training which is extendable by a maximum period of 6 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7. | Stipend                                | Consolidated amount equal to basic pay of Rs. 17000/- per month + DA applicable on the date of advertisement and HRA at applicable rates OR single seated rent free hostel accommodation depending upon the place of posting. The amount of stipend will remain same during the training period unless otherwise revised by the Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8. | Terms & Conditions                     | On successful completion of training period of one year/extended period and satisfactory performance during training, the trainee may be considered for absorption as Stenographer Gd. V in the scale of pay of Rs. 17000-60000/-. Selected candidates have to execute surety bond of Rs. 1,40,000/- (Rs. 70,000 for SC/ ST) to the Corporation on non-judicial stamp paper of Rs. 100/- for completing training period and to serve the Corporation for a minimum period of three years after successful completion of training period and absorption. Trainee not absorbed by the Corporation will be given a certificate on completion of training without any obligation on the part of Corporation for future employment.                                                                                                                             |
| 9. | Method of Recruitment                  | 100% by direct Recruitment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**\*Not applicable for existing Departmental Candidates**

**Note:** All above essential and additional educational qualification must be of full time Course/Degree/Diploma from a reputed Institution/University for Direct Recruitment (not applicable for existing departmental candidates as per decision taken by Board in its 272nd Board Meeting held on 30<sup>th</sup> June, 2017)



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. V**  
(As approved by the Board in its ~~28th~~ meeting held on ~~28.02.2020~~ **28.02.2020**)

|    |                                     |                                                                                                                             |
|----|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post                        | Stenographer Gd. V                                                                                                          |
| 2. | Classification                      | Group C (NS-3)                                                                                                              |
| 3. | Scale of Pay                        | Rs 17000-60000                                                                                                              |
| 4. | Method of recruitment               | 100% by absorption of Trainee (Stenographer)                                                                                |
| 5. | In case of recruitment by promotion | Not Applicable                                                                                                              |
| 6. | Period of probation                 | One year- extendable by maximum period of one more year in two phases (i.e. six months at a time), if considered necessary. |



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. IV**  
(As approved by the Board in its ~~28<sup>th</sup>~~ meeting held on ~~28-02-2020~~ **28-02-2020**)

|    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post                        | Stenographer Gd. IV                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. | Classification                      | Group C (NS-4)                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3. | Scale of Pay                        | Rs 18000-64000                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4. | Method of recruitment               | 100% by promotion                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | In case of recruitment by promotion | <p><b>By promotion of employees in Secretarial discipline working as Stenographer Gd. V having following specifications:</b></p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years Diploma in Office Management /Graduates &amp; above : 4 years</p> <p>Sr. Secondary : 5 years</p> <p>Matric/Secondary/HSC* : 6 years</p> |
| 6. | Period of probation                 | One year- extendable by maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                               |

\*For existing employees in the cluster



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. III**  
(As approved by the Board in its 28<sup>th</sup> meeting held on 28-02-2020)

|    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post                        | Stenographer Gd. III                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. | Classification                      | Group C (NS-5)                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Scale of Pay                        | Rs 19000-68000                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4. | Method of recruitment               | 100% by promotion                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | In case of recruitment by promotion | <p><b>By promotion of employees in Secretarial discipline working as Stenographer Gd. IV having following specifications:</b></p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years Diploma in Office Management /Graduates &amp; above : 4 years</p> <p>Sr. Secondary : 5 years</p> <p>Matric/Secondary/HSC* : 6 years</p> |
| 6. | Period of probation                 | One year- extendable by a maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                              |

\*For existing employees in the cluster



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gd. II**  
(As approved by the Board in their 283<sup>rd</sup> Meeting held on 28-02-2020)

|    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post                        | Stenographer Gd. II                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Classification                      | Group C (NS-6)                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Scale of Pay                        | Rs 20000-72000                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4. | Method of recruitment               | 100% by promotion                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | In case of recruitment by promotion | <p>By promotion of employees in the Stenographer cadre working in the next below post, having following specifications:-</p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years : 4 years<br/> Diploma in Office Management /Graduates &amp; above</p> <p>Sr. Secondary : 5 years</p> <p>Matric/Secondary/HSC* : 6 years</p> |
| 6. | Period of probation                 | One year- extendable by a maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                              |

\*For existing employees in the cluster

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF SR. STENOGRAPHER Gd. I**  
(As approved by the Board in their 288<sup>th</sup> Meeting held on 25-02-2020)

|   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of Post                        | Stenographer Gd. I                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2 | Classification                      | Group C (S-1)                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3 | Scale of Pay                        | Rs 22000-77000                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4 | Method of recruitment               | 100% by Promotion                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employee in the Stenographers cadre working as Stenographer Gd. II having following specification:</b></p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years Diploma in Office Management /Graduates &amp; above : 4 years</p> <p>Sr. Secondary : 5 years</p> <p>Matric/Secondary/HSC* : 6 years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                             |

\*For existing employees in the cluster

**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF SR. STENOGRAPHER Gd. II**  
(As approved by the Board in their 285<sup>th</sup> Meeting held on 28-02-2020)

|   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of Post                        | Sr. Stenographer Gd. II                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 | Classification                      | Group C (S-2)                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3 | Scale of Pay                        | Rs 23500-82000                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4 | Method of recruitment               | 100% by Promotion                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employees in the Stenographers cadre working as Stenographer Gd. I having following specification:</b></p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years Diploma in Office Management /Graduates &amp; above : 4 years</p> <p>Sr. Secondary : 5 years</p> <p>Matric/Secondary/HSC* : 6 years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                             |

\*For existing employees in the cluster



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF SR. STENOGRAPHER Gd. I**  
(As approved by the Board in their 288<sup>th</sup> Meeting held on 28-02-2020)

|   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of Post                        | Sr. Stenographer Gd. I                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2 | Classification                      | Group C (S-3)                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3 | Scale of Pay                        | Rs 25000-87000                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4 | Method of recruitment               | 100% by Promotion                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employees in the Stenographers cadre working as Sr. Stenographer Gd. II having following specification:</b></p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years Diploma in Office Management /Graduates &amp; above : 4 years</p> <p>Sr. Secondary : 5 years</p> <p>Matric/Secondary/HSC* : 6 years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                                  |

\*For existing employees in the cluster



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF Asstt. Private Secretary**  
(As approved by the Board in their 285<sup>th</sup> Meeting held on 28-02-2020)

|   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of Post                        | Asstt. Private Secretary                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2 | Classification                      | Group B (S-4)                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3 | Scale of Pay                        | Rs 26500-92000                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4 | Method of recruitment               | 100% by Promotion                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5 | In case of recruitment by promotion | <p><b>By Promotion of employees in the Stenographers cadre working as Sr. Stenographer Gd. I having following specification:</b></p> <p>PG Degree with Diploma in Office Management : 3 years<br/> <b>(Provided the incumbent had 3 years consecutive 'Very Good' APAR rating.)</b></p> <p>Sr. Secondary with 3 years : 4 years<br/> Diploma in Office Management /Graduates &amp; above</p> <p>Sr. Secondary* : 5 years</p> |
| 6 | Period of probation                 | One year- extendable by a maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                |

\*For existing employees only



**NATIONAL SEEDS CORPORATION LIMITED**  
**RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY**  
(As approved by the Board in their 283<sup>rd</sup> Meeting held on 28-02-2020)

|    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of post          | Private Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. | Classification        | Group 'B' Post (E-0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. | Scale of pay          | Rs.30000-120000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4. | Method of recruitment | <p><b>By promotion of Asstt. Private Secretary working in the scale of Rs. 26500-92000 (S-4) having following specifications:</b></p> <p>PG Degree with Diploma in Office : 3 Years<br/> Management : 5 Years</p> <p>Graduation &amp; above with proficiency in<br/> Stenography &amp; Computer Operations.</p> <p><u>OR</u></p> <p>3 years Diploma in Office Management with<br/> Stenography from a Govt. Polytechnic</p> <p>Sr. Secondary or equivalent with proficiency : 6 Years<br/> in Stenography &amp; knowledge of Computer<br/> (MS Office) is mandatory</p> |
| 5. | Period of Probation   | One year, extendable by maximum period of one more year in two phases (i.e. six months at a time), if considered necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                             |

