

NCR Planning Board
1st Floor, Core-IVB, IHC, New Delhi

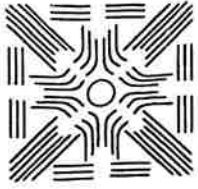
Y-11011/12/2024 (9196108)

Dated: 02.07.2025

On the basis of the Stage-I & Stage-II Examination conducted for the post of Stenographer Grade-C on 22.05.2025 following candidate is selected:-

S.No.	Name of Candidate	Remarks
1	Shri Sumit Singla	Selected

Offer of appointment issued to Shri Sumit Singla is attached.



By Speed Post/Email

**राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड
NATIONAL CAPITAL REGION PLANNING BOARD**

प्रथम तल, कोर-4बी / 1st Floor, Core-4B,
भारत पर्यावास केन्द्र / India Habitat Centre,
लोधी रोड, नई दिल्ली-110003 / Lodhi Road, New Delhi-110003
आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs
दूरभाष / Phone : 011-24642284, 24642287 फैक्स / Fax: 011-24642163

No.: Y-11011/12/2024 (E-9196108)

Dated: 18.06.2025

To

Sh. Sumit Singla,
House No. 192, Vasant Vihar Phase-II,
Dhakauli, Zirakpur,
Punjab-160104.

Subject: Appointment to the post of Stenographer Grade-C in the Pay Level-7 (₹ 44,900-1,42,400) (Revised as per 7th CPC) in the National Capital Region Planning Board (a statutory body under Ministry of Housing & Urban Affairs, Govt. of India).

With reference to your application for the post of Stenographer Grade-C and on the basis of examination held on 22.05.2025 (Thursday), I am directed to inform you that the Competent Authority has approved to offer you appointment for the post of Stenographer Grade-C in Pay Level-7 (₹ 44,900-1,42,400) as per 7th CPC pay matrix in National Capital Region Planning Board (NCRPB) on the following terms & conditions:-

- (i) You will be paid initially a Basic Pay of ₹ 44,900 per month in the Pay in the Pay Level-7 (₹ 44,900 -1,42,400) as per 7th CPC pay matrix plus usual allowances, as admissible under the rules of the Board.
- (ii) You will be on probation initially for a period of two years from the date of joining the post of Stenographer Grade-C in NCRPB. The probationary period may be extended or curtailed at the discretion of the Competent Authority. During the probation period, the appointment may be terminated at any time without notice and without assigning any reasons thereof.
- (iii) You will not be entitled to any travelling allowance for reporting for duty or on termination of your appointment under the Board.
- (iv) Your appointment will be subject to the production of the following documents in original at your own expenses at the time of reporting for duty:-
 - (a) Documentary proof in support of date of birth (along with attested copy).
 - (b) Educational Qualification(s) & Experience Certificates (along with attested copy).

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- (c) Certificate of character duly attested by a Gazetted Officer or by a District Magistrate or Sub-Divisional Magistrate in the enclosed form.
- (d) Medical certificate of health and physical fitness for service from Medical Superintendent of the Lady Harding Medical College, New Delhi.
- (e) Two copies of the enclosed Attestation form duly filled-in and certified by the prescribed authority as indicated therein.
- (v) If married, you will be required to sign a declaration that you have not more than one living spouse and if unmarried you will not marry a second time while your first spouse is alive save with the permission of the Competent Authority.
- (vi) You will be covered under New Pension Scheme of Ministry of Finance, Govt. of India, Department of Economic Affairs notified vide O.M. No. F.N/1(7)(2)/2003/TA/11, dated 07.01.2004 and other instructions issued by the government from time to time on the above issue, as applicable to the employees of the Board.
- (vii) You will have to take an oath of allegiance to the Constitution of India.
- (viii) The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders as may from time to time be applicable to the employees of the Board, shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the Board as to their applicability shall be final.
- (ix) In regard to any other matter not specifically covered in foregoing paragraphs, you will be governed by the rules and orders as applicable to the employees of the Board.
- (x) The Board has no housing facility at present and, therefore, you will need to arrange for your accommodation yourself. However, you will be paid House Rent Allowance as per applicable rules in the Board.

If you are willing to accept the appointment on the above terms and conditions, you may give your acceptance to the above offer of appointment at the earliest or within three days of receipt of this letter.

It is also suggested that you may join as soon as possible. Kindly acknowledge receipt of this letter and intimate the likely date of your reporting for duty in NCR Planning Board.

Encl: As above.

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National Capital Region Planning Board
राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड
जारी/Issue..... 19/6/2015
दिनांक/Date.....
हस्ताक्षर/Signature.....

Anubhav Choudhary
(Anubhav Choudhary)
Director (Admin & Finance)

18/06/25