

**No.DGE-A-12015/02/2022-EE-III**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment**  
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Shram Shakti Bhawan,  
Rafi Marg, New Delhi,  
Dated the 25th February, 2026

To,

Smt. Jayeta Gupta,  
Sub Regional Employment officer,  
NCSC for SC/ST (I/c), Nagpur,  
New Admn. BLDG No.1, 5<sup>th</sup> Floor,  
Civil Lines-440001.

**Sub: Selection of Smt. Smita Sachan, Instructor Stenography, NCSC for SC/ST, Nagpur for appointment to the post of SREO on Deputation basis in the DGE - reg.**

Sir,

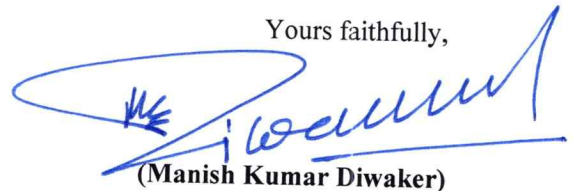
I am directed to refer to your letter No. NCSC. N/A-12015/01/2025/148 dated 18.08.2025 forwarding the application of Smt. Smita Sachan, Instructor Stenography for the above said post and to say that Smt. Smita Sachan has been selected for appointment to the post of Sub-Regional Employment Officer, (Group 'B'- Gazetted – Level 7) on Deputation basis in the National Career Service Centre for SC/STs, Nagpur under the Directorate General of Employment, Ministry of Labour & Employment.

2. The deputation of the officer will be governed by the rules and regulations of the Government of India issued from time-to-time. The terms and conditions with regard to Pay, Deputation Allowances, T.A., Joining Time, Leave, H.R.A., LTC, Medical facilities, Children Education Allowance etc. will be governed by the extant Rules of Government of India.

3. The duration of deputation will be for a period of three (03) years. The Officer will be liable to be reverted back to her parent post at any time, if her work and conduct is not found satisfactory.

4. You are requested to relieve Smt. Smita Sachan from her present duties with instruction to take over the charge to the post of Sub-Regional Employment Officer in the National Career Service Centre for SC/ST at Nagpur at the earliest under intimation to this Directorate General.

Yours faithfully,

  
(Manish Kumar Diwaker)

Under Secretary to the Govt. of India

Tel: 2347-3351

Copy to:

- (i) Smt. Smita Sachan, Instructor Stenography, NCSC for SC/STs, Nagpur for information.