

## TERMS & CONDITIONS

### Junior Stenographer (English)

1. Applicants are required to produce photocopies of testimonials in support of age, caste, educational qualifications and experience etc. at the time of Trade Test in Type Writing and Stenography after qualifying in the Screening Test

2. **Upper Age Limit** : Not exceeding 30 years. Age will be determined as per the last date of receipt of applications. Relaxation in age for SC/ST/OBC/PWD/Ex-serviceman candidates will be allowed as per Govt. rules.

3. Reservations and concessions for SC/ST/OBC/PWD/Ex-Serviceman shall be as per the Govt. of India rules/instructions.

#### 4. **Eligibility:**

##### **A. Essential Qualifications:**

- a) Graduate from a recognized University
- b) Shorthand and typing skills : Dictation-10 mts @ 80 w.p.m. with transcription-50 mts (English) or 65 mts (Hindi) on computers.

##### **B. Desirable :**

- a) Diploma in Secretarial practices or Studied Office Management or Secretarial Practice as one of the subject at Graduate level.
- b) 1-3 years' experience in a similar capacity in a Govt./Semi-Govt./reputed private organization.
- c) Knowledge of computers and experience in latest packages like MS Office, Excel and Power Point etc.

5. Candidate should possess good writing and verbal communication skills and should be able to draft simple notes and letters in English and /or Hindi.

6. Selection of candidate will be based on the performance in written examination, Trade Test and interview. Candidates are required to appear in the written test, Trade Test and interview at their own expenses at New Delhi.

7. **Pay**: A consolidated salary of Rs 18000/- per month.

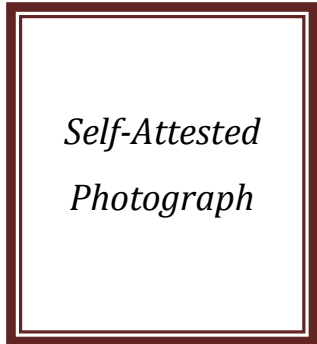
8. Applicants must superscribe the envelope with "**Application for the post of Junior Stenographer (English)**."

9. The application should reach the Joint Director (Admn. & Finance), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110 070 by **09.12.2013**.

10. The engagement as Junior Stenographer would be purely on contractual basis, initially for a period of one year or the post is filled up on regular basis whichever is earlier.

11. The Trust reserves the right to terminate the contractual services of the appointed person at any time during the period by giving one month's notice or pay in lieu of notice period without assigning any reasons.

**APPLICATION FOR THE POST OF ..... IN NBT ON  
CONTRACT BASIS.**



1. Name  
(in Block Letters)


2. Date of Birth  
(As per School Certificate)

D	D	M	M	Y	E	A	R

3. Age as on last date of receipt of application

Y	Y	M	M	D	D

4. Father/Husband Name


5. Mailing Address with Phone No.

PIN														

6. E-Mail Address :

7. Mobile No. :

8. Nationality :

9. Whether SC/ST/OBC/PWD :  
Ex-Serviceman/GEN.  
Please Tick

GEN	SC	ST	OBC	PWD	Ex-serviceman
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10. Educational and other Technical Qualifications in chronological order :

Examination passed	Year of passing	Board/University	Division/ %age of marks	Subjects Studied

11. Experience:

Name of the Organisation/Office	Designation	Period		Nature of Work	Monthly Salary
		From	To		

12. Shorthand/Typing Speed, wherever applicable\_\_\_\_\_

13. Knowledge of working on computer\_\_\_\_\_

14. Any additional information if any:\_\_\_\_\_

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 \_\_\_\_\_  
 \_\_\_\_\_

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test, my candidature will stand automatically cancelled.

Place :  
 Date :

[Signature of the Candidate]  
 Name