

Recruitment of Stenographer, Grade-III, Group 'C' (Un-Reserved) at Selection Centre (East), Allahabad

1. Applications are invited for two vacancies for Indian male/female candidates for recruitment for the post of stenographer, grade - III, group 'C' (Un-reserved) according to the following terms and conditions :
 - (a) **Educational qualification** : 10th pass (Matriculation).
 - (b) **English typing speed** : Minimum 30 words per minute.
 - (c) **Shorthand in either Hindi or English** : Minimum 80 words per minute.
 - (d) **Age limit** : 18 to 25 years.
 - (e) **Pay scale** : 5200-20200 + 2400.

General Instructions for the Candidates

2. Application as per the format given in this advertisement should be accompanied with attested copies of certificates of date of birth/educational qualification. Original certificates to be shown at the time of interview.
3. Paste recent passport size photographs on the application form. Incomplete and ineligible applications or those received after due date will be rejected and no correspondence will be entertained in this regard.
4. Candidates can bring their own typewriter for typing test.
5. No TA/DA is admissible. Candidates will have to make their own arrangement for stay for two to three days during the tests/interview.
6. Date, time and venue of tests/interview will be intimated separately by speed post to the shortlisted candidates after scrutiny of the applications.
7. Candidates to attach self-addressed envelope affixed with Rs. 25/- stamp for issuing call letters to shortlisted candidates.
8. Applications should reach **Selection Centre (East), Allahabad** on or before 20 June 2011.

Proforma

Application form for the post of Stenographer, grade - III, group 'C' (Un-reserved) at Selection Centre (East) Allahabad

1. Name in full (in block letters) :
 2. Father's name (in block letters) :
 3. Address :
 - (a) Permanent address (phone number, if any)
 - (b) Correspondence address :
 4. Date of birth :
 5. Educational qualification :
 6. Percentage marks obtained in 10th class :
 7. Category (General/SC/ST/OBC) :
 8. I hereby declare that I have read and understood the advertisement and solemnly affirm that information given above in the application is correct to best of my knowledge.
- Dated :

Affix recent PP size photo duly attested by Gazetted Officer

(Signature of candidate)

(For office use only)

Call letters for interview/test for the candidates who are eligible for the post.

1. Name of the candidate:
2. Father's name :
3. Application number :
4. Category :
5. Date of written test :
6. Date of typing/shorthand test :
7. Time of interview :
8. Nearest railway station : Allahabad.

Affix recent PP size photo duly attested by Gazetted Officer
