

### Application Format

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Application for the post of \_\_\_\_\_

1.	Name in full (in Block letters)			
2.	Father's name			
3.	(a) Date of Birth	<b>Date</b>	<b>Month</b>	<b>Year</b>
	(b) Age as on closing date			
4.	Nationality			
5.	Religion			
6.	Contact Mobile / E-mail Address	<b>Mobile:</b>		
		<b>Email:</b>		
7.	Category (SCs/STs/OBCs (NCL)/EWSs/PwBDs/General			
8.	Address for correspondence (in block letters with pin code)			
9.	Permanent Address (in block letters)			

10. Educational Qualifications:

S.No.	Name of the Examination	Board/University	Year of Passing	Division/Class


11. Experience, if any

S.No	Name of the organisation	Period		Post Held	Salary/Pay Level	Nature of Duty
		From	To			

12.	Details of online payment of application fees		
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13.	Do you possess knowledge of Stenography		
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14.	Medium of Stenography Test (a) Hindi (b) English (c) Both (Hindi & English)	
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**Declaration:**

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted, if at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

(Name & Signature of the candidate)

Date : \_\_\_\_\_

Place : \_\_\_\_\_

11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Skill test will be conducted before the interview for selection to the post.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	---
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.

**Stenographer Grade 'C'**

Name of Post		Stenographer Grade 'C'
2.	No. of Posts	Six
3.	Classification	---
4.	Scale of pay	Rs. 5500-175-9000 (Fifth CPC). Pay scale as applicable to Central Government employees (reference: D.O. No. 2/1/90-CS.IV, dated 31 <sup>st</sup> July, 1990 copy enclosed at Annexure F. This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees'. The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at Annexure D).
5.	Whether Selection Post or non-Selection post.	Selection post for Departmental Competitive Test.
6.	Whether benefit of added years of service admissible under rule 130 of the C.G.S. (Pension Rules), 1972.	---
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Graduation with a speed of 120 W.P.M. in Shorthand and 40 W.P.M. in typing in English and/or 100 W.P.M. in Hindi Shorthand and 35 W.P.M. in Hindi Typing

		and Diploma in computer applications. <b>Preferential:</b> Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	<p>(i) 75% by promotion through non-selection method from amongst departmental Stenographers Grade 'D' who have rendered 5 years service on the basis of seniority subject to the rejection of unfit and on the recommendations of the DPC. It would be essential for all candidates to attend the requisite speed for Hindi and English typing and shorthand as given at Sr. No. 8 above during the skill test.</p> <p>(ii) 25% by direct recruitment from amongst candidates possessing minimum qualification of Graduation and speed of 120 W.P.M. in shorthand and 40 W.P.M. in typing and on the basis of competitive tests in General English/ General Knowledge and shorthand typing, age not exceeding 28 years. Age may be relaxed in respect of internal candidates. Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.</p> <p>Since there is no promotion for Stenographers Grade 'C' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97-Estt. (D), dated 9<sup>th</sup> August, 1999.</p>
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	From amongst internal Stenographers Grade 'D' who have rendered five years service on the basis of the seniority.
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.



**Stenographer Grade 'D'**

1.	Name of Post	<b>Stenographer Grade 'D'</b>
2.	No. of Posts	Seven.
3.	Classification	---
4.	Scale of pay	Rs. 4000-100-6000 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection- direct induction.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.	Not applicable.
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications. <b>Preferential:</b> Preference will be given to candidates having good speed in Hindi shorthand and typing also.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test and interview.  Since there is no promotion for Stenographers Grade 'D' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT. O.M. No. 35034/97/- Estt. (D), dated 9 <sup>th</sup> August, 1999.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Direct Recruitment basis.

13.	If a DPC exists what is its composition	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.
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**Staff Car Driver**

1.	Name of Post	<b>Staff Car Driver</b>
2.	No. of Posts.	Four.
3.	Classification	---
4.	Scale of pay	Rs. 3050-75-3950-80-4590 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection post- direct induction.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules), 1972.	---
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Sr. Secondary school passed from a recognized school and valid driving licence of light vehicles with at least two years experience of driving, vehicles in a Government / Semi-Government/Public Sector Undertakings/autonomous bodies. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles.)  <b>Desirable:</b> Preference would be given to graduate candidates in any subject.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates, i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.  Internal candidates having the requisite qualifications, experience and possessing valid driving licence for LMV will also be eligible to apply. Selection will be made on the basis of skill test and interview.



