

CSIR-NATIONAL METALLURGICAL LABORATORY
(Council of Scientific & Industrial Research)
Jamshedpur – 831 007.

Special Recruitment Drive for SCs, STs and OBCs

ADVERTISEMENT No. 4/2013

Applications from bonafide Indian nationals are invited in the prescribed format given below for the post of Jr. Stenographer in CSIR-NML, Jamshedpur.

- 1. Junior Stenographer (English) : 01 Post (Reserved for OBC)**
- 2. Junior Stenographer (Hindi) : 01 Post (Reserved for ST)**

Pay: Pay in the Pay Band PB-1 of Rs.5200-20200 + Grade Pay of Rs. 2400 plus allowances as admissible as per rules.

Essential Qualification:

Candidates possessing minimum educational qualification of 10+2/XII or equivalent and speed of 80 W.P.M. in shorthand and 40/35 W.P.M. in typewriting in English/Hindi and on the basis of competitive proficiency test. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. Departmental candidates will also be eligible to compete and there will be no age restriction in their case.

Mode of Selection:

On the basis of proficiency test in English/Hindi Shorthand and Typing as the case may be.

How to Apply :

Applications completed in all respects, supported by attested copies of certificates of educational & professional qualifications & marksheets, experience certificates, community/category certificate(ST/OBC/PWD etc.) along with Demand Draft for Rs. 100/- valid for at least six months drawn in favour of the Director, CSIR-National Metallurgical Laboratory, Jamshedpur-831007 payable at State Bank of India, NML Branch, Jamshedpur, should be sent to the office of the Controller of

Administration, CSIR-National Metallurgical Laboratory, Jamshedpur-831007 on or before **31-12-2013**. Candidates belonging to ST/PWD/Women categories and departmental candidates (CSIR Lab./Instt.) are exempted from paying application fee. Applications received after the due date will not be entertained.

GENERAL CONDITIONS :

1. Applications for the post of Jr. Stenographer should be submitted with necessary enclosures including D.D. indicating clearly the Advt. No. and **“Special Recruitment Drive for SCs, STs and OBCs for the post of Jr. Stenographer”** on the top of the envelope containing the application.
2. Applications from the candidates working in Government Departments, PSUs, Autonomous Organisations and Govt. funded research agencies will be considered only if forwarded through proper channel. However, advance copy of the application may be submitted so as to reach before the closing date.
3. Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for the proficiency test. The Laboratory reserves the right to call for the proficiency test only those candidates who in its opinion are suitable and no correspondence in this regard will be attended to.
4. Canvassing in any form and/or bringing any influence political or otherwise, will be treated as disqualification for the post.
5. No interim queries will be entertained.

Controller of Administration

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Application for recruitment to the post of Jr. Stenographer

Name in Full (in block letters) :

Date of Birth :

Age (as on 31-12-2013) :

Present Postal Address :

Permanent Address :

Category : OBC / ST
(strike off whichever is not applicable)

Whether belongs to PWD : Yes/No

Educational Qualifications :

Name of the Examination	Board/Univ.	Year of passing	Subjects	Percentage of marks

Experience, if any :

Name of the Organisation	Period of Service	Designation	Scale of pay & Basic/Gross emoluments	Nature of duties

Affix recent
passport size
attested
photograph

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Typing Speed : a) English _____ w.p.m.

b) Hindi _____ w.p.m.

Shorthand Speed : a) English _____ w.p.m.

b) Hindi _____ w.p.m.

Details of knowledge of Computer Operation :

Details of Fee :

DD No.	Date	Bank	Amount

Are you related to any employee of NML/CSIR : Yes/No
(if yes, give details)

Details of copies of certificates enclosed : 1.
2.
3.
4.

I do solemnly affirm that the above information given by me is true to the best of my knowledge and belief. If any information given by me is found to be incorrect at any stage, my candidature may be cancelled.

Date:
Place:

Signature of the Applicant