

Central Silk Board
Ministry of Textiles – Government of India
Bangalore – 560 068

Applications are invited for filling up of the post Junior Stenographer under Central Silk Board.

Advt. No. CSB/2/2013

1. (a) Name of the Post : **Junior Stenographer**
(b) Number of posts : **1 (One) – Reserved for Scheduled Tribe (ST) Category**
- (c) Pay Band : PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400/-
(d) Age : Below 25 Years (Relaxable for ST / PWD and Government servants belonging to ST category as per Rules).
(e) Qualification : Matriculation or equivalent qualification with a pass in English Typewriting and Shorthand examinations conducted by the State Technical Education Board with a speed of 40 words per minute in Typewriting and 80 words per minute in Shorthand.
- Preference will be given to Graduates fulfilling Typewriting and Shorthand qualifications prescribed above.
Note: Skill Test will be conducted on Computer only
- (f) Place of vacancy : **Chennai (Tamil Nadu)**

Last date for receipt of application:

27th December, 2013

Last date for receipt of applications **by post** for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep or abroad.

6th January, 2014

Note: “ Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.”

Candidate selected for the above post is liable to be posted anywhere in India. Further, CSB has Units all over the country and there is all India transfer liability for all its employees.

Besides pay, the post carry allowances as per Central Government rates.

Applicants serving under Government/Semi-Government/Public Sector Undertakings must apply through proper channel. In case of advance copy, the application must be accompanied with all the required enclosures without which it will not be entertained. Additionally, a 'NO OBJECTION CERTIFICATE' from the employer at the time of interview is essential. Applications which are unsigned, or not in the prescribed format or without photocopies of all certificates relating to date of birth, educational qualification and experience (including caste certificate in respect of ST candidates and medical certificates in respect of Persons With Disabilities) in support of their claim or received after the last date stipulated in this advertisement shall be summarily rejected. **The application should be submitted in an envelope superscribed as 'APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER'.**

The prescribed Educational Qualifications are minimum required and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the Advertisement is large and it will not be convenient or possible for the Board to interview all those candidates, the Board has the right to limit the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement. The Board also reserves the right to call for Interview only those candidates who in its assessment are likely to be more suitable. The Board also reserves the right to cancel the recruitment process at any time without assigning any reasons. No correspondence will be entertained with candidates not selected for interview/appointment. Canvassing in any form will be a disqualification.

AGE LIMIT & RELAXATIONS:

- i) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed application as indicated above.
- ii) The age limit shown against the post is normal age limit as per Recruitment Rules. However, age is relaxable for ST candidates upto 5 years.
- iii) Persons with Disabilities belonging to ST category are eligible for age relaxation over and above the upper age limit prescribed as per Govt. of India Rules i.e. by 15 years.
- iv) Departmental candidates belonging to ST category with 3 years continuous service are eligible for age relaxation upto the age of 45 years.
- v) Relaxation of 5 years will also be permissible to those ST candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
- vi) Relaxation of upper-age limit for Ex-serviceman belonging to ST category will be applicable as per Govt. of India orders issued from time-to-time.

Applications together with copies with regard to educational qualifications, age, experience, Scheduled Tribe (ST) Caste Certificate issued by the Competent Authority, Disability Certificate in respect of Persons with Disabilities [Certificate issued by Medical Board] etc. should reach the Member-Secretary, Central Silk Board, Ministry of Textiles, Government of India, Hosur Road, B.T.M. Layout, Madiwala, Bangalore – 560 068 within the stipulated date in the prescribed format.

APPLICATION FORMAT

Affix
Passport
Size
Photograph

1. Post Applied for
2. Full Name (in Block letters)
3. Father's/Spouse name
4. Date of Birth

D	D	M	M	Y	Y	Y	Y

Date(DD) Month(MM) Year (YYYY)

5. Gender

Male	Female

6. Marital Status

Married	Unmarried

7. (a) whether belongs to Minority Community : Yes / No
if yes, which Community :

- (b) whether belongs to ST Category Yes / No

If ST, please indicate sub-caste:
(copy of Scheduled Tribe Certificate to be enclosed)

- (c) whether Ex-servicemen : Yes / No

- (d) whether belongs to Persons with Disabilities (PWD) category :

VH	OH	HH	Percentage

- (e) whether Departmental / External :

Depart-mental	Other Govt.	External

(f) whether any of your relative is working in CSB : Yes / No
if yes, please indicate

Name of Employee	Designation	Place of Working

8. Address
(a) for communication

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City / District	
State / Union Territory	
Pincode	
Phone No. (with area code)	
Mobile Number	
Email	

9. Details of Matriculation, Graduate level and Post Graduate level qualification with percentage of marks obtained.

Sl No.	Name of School/ College/ University	Degree / Exam Passed	Subjects	Year of Passing	Class/ Division	Percentage of Marks
1						
2						
3						
4						
5						

10. Experience Details (including the present post):

Sl No	Name of the Employer	Designation of Post held	Nature of duties performed	Pay Scale & total Emoluments	Date of joining *(DD/MM/YYYY)	Date of leaving *(DD/MM/YYYY)	Reason for leaving
1							
2							
3							

Note: DD/MM/YYYY – Date,Month,Year to be specifically indicated.

Present Pay drawn and total emoluments
(with break-up like Basic Pay,Grade Pay,DA etc.):

13. Additional information, if any.

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.

Place:

Date:

Signature of Candidate