

12 cms

HQ EASTERN COMMAND

1. HQ, Eastern Comd, Fort William, Kolkata invites applications for 01 post of Stenographer Grade-II in Gen category.
2. **Qualification**:-10 + 2 from a recognized Bd with min 45%. Dictation : 10 Mts @ 80 wpm. Transcription :50 mts (Eng), 65 mts (Hindi) (On computer).
3. **Age limit** : 18 to 25 Yrs as on last dt of submission of form.
4. **Pay Scale** :Rs 5200-20200 + GP-Rs 2400/-.
5. **Application**: To be filled up as per given proforma with attested copies of documents and a self addressed registered envelope should be sent to Brig RVS, HQ East Comd, FW, Kolkata-400021.
6. **Last date of application** : **31 Jul 2015.**

All test/Interview will be held at Fort William, Kolkata.

7. **Duration of Vacancy** : Initially temporary and likely to be permanent after completion of two years probation period.

**Note** : (1) Incomplete applications will be rejected. (2) Only short listed candidates will be called for exam/interview (3) Candidates will make their own arrangement for stay. No TA/DA admissible (4) Candidate living with more than one spouse or have married another spouse while the first spouse is alive are not eligible. (5) Govt employee should submit application through proper channel alongwith service certificate and No Objection Certificate. (6) Merely fulfilling the basic qualification does not entitle a person to be called for test/Interview. (7) The selected candidate should be physically and medically fit and will be employed only after verification of character and antecedents and medical exam.

(Brig PR Venkatesh)  
Brig RVS

**APPLICATION FORM**  
(To be filled in English only)

Affix one  
copy of  
attested  
photograph

Post Applied for : (In block letter) :

1. Name of the candidate (In Capital letters):
2. Father's/Husband's Name:
3. Sex :
4. Date of birth :
5. Place of birth (Distt/State):
6. Nationality :
7. Permanent Address :
8. Married or single :
9. If married Name and address of spouse with Pin Code :
10. Full postal address for communication :
11. Religion/Caste :
12. Educational Qualifications:
13. %age of Marks obtained in 10+2/Qualifying Examination.

Exam	Board	Year	Subject wise marks	% marks	Total % of marks	Remark
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14. Experience in the trade (in Year): 15. Extra-Co-Curricular activities:

16. If you are a Govt employee give particulars of :-

- |                                    |                             |
|------------------------------------|-----------------------------|
| (a) Name of the org where employed | (b) Designation             |
| (c) Employed from (date)           | (d) Address of the employer |

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars of information given herein being found false or incorrect, my candidature for the post is liable to be rejected or cancelled and in the event of any false statement/discrepancy in the particulars being detected after my appointment my services are liable to be terminated without notice to me.

Place :  
Dated :

Signature of candidate

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