

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION
NEW DELHI**

Telephone No.011-24608714

Upbhokta Nyay Bhawan
F Block, GPO Complex
INA, New Delhi-110023

No.A-2/NCDRC/2019

Dt. 30th August, 2019

VACANCY CIRCULAR

Applications from eligible candidates for filling up one post of Stenographer Grade 'D' (Group 'C') on DIRECT RECRUITMENT BASIS are invited in the establishment of National Consumer Disputes Redressal Commission, New Delhi. The eligibility criteria for the post of Stenographer Gr 'D' are as under:-

S.No	Post with Scale of Pay	No. of Post	Eligibility
1	Stenographer Gr 'D' (Group 'C') Level-04 (₹25500-₹81100/)	1	Age Limit: - Between 18 and 27 years of age. (relaxable for Government servants upto forty years and forty five years in the case of candidates belonging to the categories of Scheduled Castes and Scheduled Tribes and 3 years for OBCs in accordance with the instructions or orders issued by the Central Government from time to time). <u>ESSENTIAL QUALIFICATION :</u> 12th class pass from a recognized Board

Interested and eligible candidates may send their filled in applications alongwith the relevant documents (in support of educational qualification and matriculation certificate indicating date of birth for age proof) so as to reach by 30/09/2019 to the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, F Block, GPO Complex, INA, New Delhi -110023.

In case of serving officials of the Central Government, the applications must be submitted through proper channel alongwith 'No Objection Certificate' from their employer.

Incomplete applications or applications without required documents and the applications received after due dates will not be entertained and liable to be rejected straightway.

Skill test in stenography

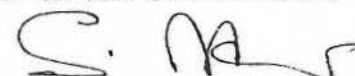
The eligible candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. The matter will have to be transcribed on computer in transcription time of 50 minutes.

Date of skill test will be intimated to the candidates later and will also be notified on the website.


(S. Hanumantha Rao)
Joint Registrar

Copy to:

1. Mr. Satyabrata Nanda, SO (IT) – For uploading the circular on this Commission's Website Ncdrc.nic.in
2. Circular File


(S. Hanumantha Rao)
Joint Registrar

Photograph to be pasted

FORMAT OF APPLICATION

POST APPLIED FOR

1. Name of the Applicant:
(In Capital Letters)
2. Father's/Husband Name:
3. Address for correspondence:
4. Contact No. (Res. & Mob.):
5. Date Of birth:
6. Whether SC/ST/OBC:
7. Educational Qualifications:
8. Professional/ Technical Qualifications
9. Details of present post held
 - a) Designation of the post
 - b) Scale of pay & Present pay drawn
 - c) Date of appointment to the post
 - d) Nature of appointment to the post (ad-hoc/regular)
10. Experience
12. Remarks, if any

Signature of the Applicant
Telephone No.....

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BY PARENT OFFICE

1. Certified that the information given by the Applicant has been verified from the office record and is found to be correct.
2. The ACR dossiers for the last five years are enclosed.
3. It is certified that no vigilance case is pending or contemplated against him/her.
4. In the event of Selection, the official will be relieved within 15 days of receipt of communication.

Date.....

Signature.....

Designation

Office Tel. No.

S. B.