



F. No.A.12024/1/2012-Estt.
National Human Rights Commission
Manav Adhikar Bhawan,
Block-'C', GPO Complex New Delhi -110 023

Sub: Filling up the posts of Stenographer Grade 'D' and Staff Car Driver in the National Human Rights Commission on direct recruitment basis.

Applications are invited from candidates fulfilling the eligibility conditions as mentioned at **Annexure-I** for appointment to the above mentioned posts in the National Human Rights Commission on direct recruitment basis.

Number of vacancies: Number of vacancies and reservations available are mentioned in Annexure-II.

Mode of Recruitment:

(i) Stenographer Grade 'D'

(a) Written Examination (objective type) – 200 marks (General Intelligence & Reasoning -50 Marks, General Awareness – 50 Marks and English Language and Comprehension – 100 marks)

Duration: 2 hours (2 hours and 40 minutes for Visually handicapped candidates)

(b) Skill Test in Stenography - Dictation for 10 minutes in English/Hindi at the speed of 80 w.p.m.

Transcription time: 50 minutes (English)
65 minutes (Hindi)

Visually handicapped persons -75 minutes(English) -100 minutes(Hindi)

(ii) Staff Car Driver

Skill Test (driving test) followed by Interview

Fee: Rs.100/- (Rupees one Hundred only) payable through Demand Draft/Bankers Cheque drawn on "NATIONAL HUMAN RIGHTS COMMISSION".

Fee is exempted for all women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped categories. Fee once paid will **not** be refunded under any circumstances.

Examination Centre: The examination will be conducted in Delhi only. Date of examination shall be intimated to the eligible candidates separately. The Commission will not pay any TA/DA to the candidates for attending the Written Examination and Skill Test.

How to apply: The candidates fulfilling the eligibility conditions as mentioned in **Annexure-I** may apply in the prescribed format as per **Annexure-II** by post to the **Under Secretary (Estt), National Human Rights Commission, Manav Adhikar**

Contd..2.

Bhawan, Block-C, GPO Complex, INA, New Delhi-110 023, along with copies of relevant supporting self attested documents like proof of age, qualification, category certificate, disability certificate etc.

The applications without supporting documents, photograph, unsigned and incomplete applications, in any manner, shall be summarily rejected.

The candidates who are already in Government Service should apply through proper channel failing which the applications shall not be considered.

Closing date : The last date of receipt of application will be **15th November, 2014**. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad, the closing date will be **21st November, 2014**.

(Sanjay Kumar)
Under Secretary (Estt.)
Tel.: 24663298

Sl.No.	Details of posts, pay scale and mode of recruitment	No. of Posts *	<u>Eligibility criteria</u>
1	Stenographer Grade –D PB-1(Rs.5200-20200)+Rs.2400/- (Direct Recruitment)	11 [UR-3, OBC-4, SC-3, ST-1 & VH-1 (Person with low vision)]	<u>Essential Qualification</u> (i) 12 th Pass or equivalent from a recognized board or University. (ii) A speed of 80 words per minutes in Shorthand (English/Hindi) <u>Desirable qualification</u> Degree from a recognized university <u>Age limit</u> Not exceeding 27 years (Relaxable for Govt servant upto 40 years in accordance with the instructions or orders issued by the Central Govt.) Age relaxation as applicable under rules shall be available to the SC, ST, OBC and PWD candidates. <u>Note:</u> The crucial date for determining the age limit shall be closing date for receipt of applications i.e. 15/11/2014 for all cases.
2	Staff Car Driver PB-1(Rs.5200-20200)+Rs.1900/- (Direct Recruitment)	02 (UR-1 & SC-1)	<u>Essential Qualification</u> (i) Possession of a valid driving license for motorcars. (ii) Knowledge of motor mechanism and experience of driving motorcar for at least 5 years. <u>Desirable Qualification</u> (i) Pass in the 8 th standard of any recognized school. <u>Age limit</u> Between 23 and 30 years (Relaxable for Govt servant upto the age of 40 years in accordance with the instructions or orders issued by the Central Govt.) Age relaxation as applicable under rules shall be available to the SC candidates. <u>Note:</u> The crucial date for determining the age limit shall be closing date for receipt of applications i.e. 15/11/2014 for all cases.

* The number of vacancies is subject to variation

**APPLICATION FORM FOR RECRUITMENT OF STENOGRAPHER
GRADE 'D' AND STAFF CAR DRIVER ON DIRECT RECRUITMENT BASIS**

Paste here firmly
recent photograph

(4 cm x 5 cm)
(do not staple)

Post applied for: _____

1. Name of Candidate : _____
(As per matriculation certificate)
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____
(As per matriculation certificate)
- 4(a). Age as on 15.11.2014 : _____
- 4(b). Whether seeking age relaxation : _____
5. Gender (Male/Female) : _____
6. Nationality : _____
7. Details of fee : _____
(DD/Bankers Cheque No. & date)
8. Category : _____
(whether SC/ST/OBC/General)
9. Whether Physically Handicapped : _____
(OH/VH/HH)
- 9(a). If VH, whether scribe is required : _____
or not
10. Medium of skill test : _____
(English / Hindi)

11.Educational/Professional Qualification:

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & %age

12.Experience:

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

13. Permanent Address : _____

14. Address for Communication : _____
along with Pin No. _____

15. Mobile No. (if any) : _____

16. E-mail-ID (if any) : _____

17. Any other information : _____

Dated:

(Signature of the candidate)

DECLARATION

(i) I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.

(ii) I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

(iii) I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.

(iv) * For Central Govt. Civilian Employees seeking age relaxation

I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length or service stipulated in the notice of the examination on or before date of closing of submitting application form given in the notice.

(v) * For candidate belonging to OBC

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel & Training Office Memorandum No. 36012/22-93-Estt (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate as per the prescribed format.

(vi) I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of the candidate)
{unsigned application will be rejected}