



Nava Nalanda Mahavihara
(Deemed University)
Ministry of Culture, Government of India
Nalanda, Bihar



REVISED
Recruitment for the post of Stenographer on Contract basis

Number of Posts	:	2. (Two)
Salary (Consolidated)	:	Rs. 20,000/- pm.
Age limit	:	Maximum 62 years.
Educational and other qualifications required	:	<u>Essential:</u> i) Graduate in any discipline from a recognized University/ Institute. ii) Minimum 80 w.p.m speed in English stenography iii) Minimum typing speed of 35w.p.m English in Computer iv) Proficiency in MS office, Internet, and other communication skills

Desirable:

- i) Minimum 5 years' experience as Stenographer, or Secretary to top executives of Govt., Govt. undertakings or reputed private concerns.

Terms and Conditions for appointment:

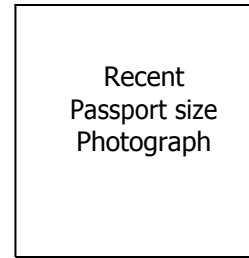
1. Application should be submitted in the enclosed format to the **Registrar, Nava Nalanda Mahavihara (Deemed University), Ministry of Culture, Government of India, Nalanda, Bihar – 803111.**
2. The application should be sent in a cover super scribed with the words “Application for the post of Stenographer on Contract basis”.
3. The contract will be initially for a period of one year.
4. The recruitment may be cancelled without assigning any reason.
5. **Last date for receipt of application is 09th March, 2017.**
6. **Date for Interview is on 10th March 2017 at 11 a.m. in campus of Nava Nalanda Mahavihara, Nalanda.**



**APPLICATION FOR THE POST OF STENOGRAPHER
Contract Appointment**



- 1) Name :
- 2) Sex : M F
- 3) Father's Name/ Husband's Name :
- 4) Date of Birth :
- 5) Community to which belong : SC ST OBC UR
(Make a \checkmark in the appropriate box)
- 6) Marital Status : Un Married Married
- 7) Address for Communication :
- 8) Permanent Address :
- 9) Mobile No: _____ Email -Id : _____
- 10) Educational Qualification: (Starting From Matriculation)



Sl.No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				



11) Professional Qualifications:

- a) Stenography _____wpm
- b) Typing speed (in computer) _____wpm
- c) Proficiency in working MS Word, Excel, PowerPoint

Very Good/ Good / Average (strike off whichever is not applicable)

12) Details of Experience(Chronological Order)

Sl.No	Name of the Office/Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				

Any other Information which the applicant may like to furnish:

Date:

Signature of the applicant

Note:

1. **Self-attested Copies of Certificates in proof of age, educational qualification, professional qualification and Experience should be attached along with the application.**
2. **Those who have already fill up his form, need not fill it again.**
