Recruitment Drive to fill up the reserved vacancies for persons with Disabilities

One of the largest public Sector Undertaking engaged in the marketing of handicrafts and handlooms invites applications for the following posts:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post</th>
<th>No. of vacancies</th>
<th>Category of Disability</th>
<th>Pay-scale (Revised)</th>
<th>Total Emoluments per month (Rs.) (Approx.)</th>
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<tbody>
<tr>
<td>1</td>
<td>Steno-Typist</td>
<td>1</td>
<td>VH (LV)</td>
<td>12100-25500</td>
<td>30,000/-</td>
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**JOB SPECIFICATIONS**

- Taking dictation
- Operating computer to transcribe letters.
- Performing variety of clerical duties

**Steno Typist (English)**

Minimum educational Qualification : Matric or equivalent qualification

: English shorthand speed : 100 w.p.m.

: Typing speed : 40 w.p.m. in English on computer.

Age : Between 18 and 25 years (relaxable upto 10 years as per Govt. guidelines)

**Desirable**

Hindi typing & knowledge of Hindi Short Hand.

**Benefits**

Apart from salary other benefits such as Gratuity, Provident Fund, Medical, LTC, Leave Encashment Bonus/PLR etc. are available as per rules of the Corporation.
GENERAL INFORMATION/CONDITIONS

1) Upper age limit for Persons with Disability is relaxed by 10 years (15 years for SC/ST and 13 years for OBC.

2) Maximum age/experience will be determined as on 31.12.2015.

3) Employees of Govt./Quasi Govt. organisations, Public Sector Undertakings/Local bodies etc. should submit their applications through proper channel.

RECRUITMENT PROCEDURE

Written Test : General knowledge, General English, General Maths of 100 marks. Candidates scoring atleast 60% marks above will be eligible for shorthand & typing test.

English Shorthand Test : 100 w.p.m.

Typing speed : 40 w.p.m. in English on computer

Shorthand and Typing speed tests will be of 50 marks each. Candidates will be required to score atleast 50% marks each in both tests to qualify for the merit list.

Final selection of candidate will be made on the basis of marks obtained in written, shorthand & typing tests. The minimum marks to qualify for the merit list will be 60% in aggregate.

* * * * * * * *

Note: The above post is of permanent nature and both male/female candidates can apply for the same.
APPLICATION FORMAT

For the post of STENO TYPIST (VH(LV))

1. POST APPLIED FOR:

2. NAME (BLOCK LETTERS):

3. FATHER’S/HUSBAND’S NAME:

4. RESIDENTIAL ADDRESS:
   (a) PRESENT:
   
   ____________________________________________________________
   
   ____________________________________________________________
   
   Telephone No./Mobile No.

   Photo self-attested

   E mail ID

   (b) PERMANENT:
   
   ____________________________________________________________
   
   ____________________________________________________________
   
   Telephone No/ Mobile No.

5. (a) DATE OF BIRTH:
   
   ____________________________________________________________

   (b) AGE AS ON 31.12.2015: _____(YRS.)_____ (MTS)_____ (DS)

6. CATEGORY (SC/ST/OBC/GEN):

7. CATEGORY OF DISABILITY:
   (VH(LV) with%)

8. EDUCATIONAL QUALIFICATION: Please enclose self-attested copies of certificates.

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>EXAM. PASSED</th>
<th>INSTIT./BOARD/UNIVERSITY</th>
<th>SUBJECTS STUDIED</th>
<th>YEAR OF PASSING</th>
<th>% AGE OF MARKS</th>
<th>DIVISION OBTAINED</th>
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9. PROFESSIONAL QUALIFICATIONS: Please enclose self-attested copies of certificates.

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10. EXPERIENCE (if any): Please enclose copies of Experience certificates, (self-attested)

<table>
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<tr>
<th>SL. NO.</th>
<th>NAME OF THE ORGANISATION &amp; Address</th>
<th>POST HELD</th>
<th>POST HELD</th>
<th>LENGTH OF SERVICE</th>
<th>WHETHER REGULAR OR NOT</th>
<th>NATURE OF DUTIES PERFORMED</th>
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11. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY):

12. Speed

: Typing - English ______ WPM

: Shorthand - English ______ WPM

13. ANY OTHER RELEVANT INFORMATION:

DEVELOPMENT

I hereby confirm that the all information are given by me is correct and true as per my knowledge & belief. I may be disqualified if at any stage the information / papers submit by me is found wrong.

SIGNATURE OF THE CANDIDATE

PLACE: .............

DATE: .............

INSTRUCTIONS

Applications giving full particulars along with self-attested copies of Certificates/ testimonials and a recent passport size photograph should reach "Addl. General Manager (HR/Admn.), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110001" upto 31.12.2015. Please super scribe the envelope with the Application for the post of Steno-Typist (VH(LV)).