



**ADMINISTRATION OF THE  
UNION TERRITORY OF LAKSHADWEEP  
(SECRETARIAT)  
KAVARATTI ISLAND-682 555**

**F.No.12/38/2010-Services /621**

**Dated : 20.02.2013**

**Employment Notice**

Application are invited from eligible local candidates for the recruitment of Stenographer Gr. III Group 'C' on regular basis.

- |                                      |  |
|--------------------------------------|--|
| 1. Name of post                      | : Stenographer Gr.III  |
| 2. No. of post                       | : 13 (Thirteen) subject to change  |
| 3. Scale of pay                      | : Rs. 5200-20200+ Grade Pay of Rs. 2400/-  |
| 4. Age limit                         | : 18-25 years (Relaxable for SC/ST candidates and other special categories of persons in accordance with instructions or order issued by the Central Govt. from time to time)  |
| 5. Education and other qualification | : <b>Essential:</b> 1. 12 <sup>th</sup> class pass or equivalent from a Recognized Board or University.<br>2. Pass in typewriting speed at 40 words per minutes and short hand at 80 words per minutes (English) from a Recognized Institution.<br>3. Skill test in Typing and transcription in Stenography only on computer |

**Skill Test norms**

Dictation: 10 mts. @ 80 w.p.m  
Transcription 50 mts.(English)


The criteria for selection of candidates will be as follows :-

A merit list of candidates shall be drawn on the basis of above qualifications with certificate of knowledge in computer.

There will be a qualifying test for speed in Computer at 10 mts. @ 80 w.p.m Transcription 50 mts. (English). Those who fail to achieve the qualifying speed will be outrightly rejected.

After evaluation of above test, another merit list of candidates who have successfully achieved the stenography typing test shall be drawn on academic merit which shall be the final select list. The Skill Test is likely to be conducted in May/June, 2013.

Application in prescribed format with attested copies of certificate with Marks list, Educational Qualifications, Scheduled Tribe Certificate, proof of age etc. should be sent to the Director (Services), Union Territory of Lakshadweep, Kavaratti. The last date of receipt of application will be on **30.03.2013 upto 5 pm**. Applications received without proof of educational qualifications, Scheduled Tribe Certificate, proof of age etc. and after due date and time will not be entertained and summarily rejected.

  
(B.R. SINGH)  
DIRECTOR (SERVICES)

To

- 1) Director, Employment & Training, Kavaratti
- 2) Director, Information & Public Relations, Kavaratti with request to publish the matter in the next issue of Lakshadweep Times.

Copy to : 1) Technical Director, NIC, Kavaratti with request to publish the matter in the Lakshadweep Website.  
2) All SDOs/DCs in Islands for wide publicity.



**LAST DATE OF RECEIVING APPLICATION: 30.03.2013**

**Administration of the Union Territory of Lakshadweep**  
**Application form for Stenographer Grade.III**

(To be filled in Capital letters)

Affix your  
recent  
Passport  
Size Photo-  
Graph duly  
attested by  
a Gazetted  
Officer

1. Full Name :

2. Father's Name :

3. (a) Permanent address :

(b) Address to which :  
communication to  
be made

(c) Telephone No. :

4. Date of Birth : Date   Month   Year

5. Age as on 30.03.2013 : Year   Month   Days

6. Educational qualification:

(i) Marks obtained in  
10+2 or equivalent

Total Marks Obtained	Maximum Marks	Percentage of Marks	Year of pass with Regn. No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(ii) Certificate of Typewriting speed at  
40 words per minute and shorthand at : Yes ☐ No ☐  
80 words per minutes (English) of  
a Recognized Institution

(iii) Knowledge of Computer : Yes ☐ No ☐

7. Employment Regn. No. :

8. Whether belongs to ST : Yes ☐ No ☐

Contd...2

- \* 9. Are you an ex- Servicemen, : Yes ☐ No ☐  
Army, Navy or Air force.

If yes, mention the following details.

- (i) Date of appointment. .... (ii) Date of discharge: ..... (iii) No. of Years  
(a) Service No. .... PA No..... in Defence  
(b) Rank. Service.....  
(c) Unit last served.  
(d) Character at the time of discharge.  
(e) Medical Category at the time of discharge.

- \*10. Are you government employee. Yes ☐ No. ☐  
If yes, department/Section. ....  
Designation .....  
(Attach NOC)

- \*11. Are you handicapped: Yes ☐ No ☐  
If yes, mention the following details.

Nature of disability (Please tick)

Physically	Visually	Deaf & dumb
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (b) Percentage of disability:  
(Attached Medical Certificate).

**\*Information only for age relaxation**

12. Whether Age, Educational category qualification have been fulfilled: Yes ☐ No ☐

(Attested copy of qualifications as per Column.6, age, caste, physically handicapped, defense discharge certificate as applicable to be attached).

**Note :-** Incomplete application form or with wrong or deliberately concealed information is liable to be straight away rejected.

**DECLARATION**

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

I have submitted only one application for this recruitment.

I also declare that I have never been convicted by any court of law.

Place :  
Date :

Signature :

Name :

Address :