



EdCIL (India) Limited

(A Government of India Enterprise)

Ed.CIL House, 18A, Sector-16A, NOIDA-201301(UP)

Tel: 0120 – 2512001/6, Fax: 0120 – 2512007

Advertisement No. 3/2013

EdCIL requires Stenographers on contractual basis for its projects located in Delhi. The details are as follows:-

S.No	Name of the post	Educational Qualification	Experience
1	Stenographer (English) Consolidated Remuneration Rs. 14,270 to 16,000/-	Degree or equivalent from a recognized university Speed of 80 words per minute in Stenography (English) Knowledge in Computer applications (MS Word, Excel and Power Point)	Minimum Two years relevant experience.

General information

1. Write on top of envelope in bold “**Application for the post of Stenographer and Advertisement No.**”.
2. Candidate must enclose attested copies of education qualification, experience and salary certificate with the applications.
3. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
4. Candidates working in Government organization/ PSE must route their application through proper channel if there department rule requires.
5. Candidate should be not above 40 years as on 01.02.2013. Upper age limit indicated above is relax-able upto 5 years for SC/ST and 3 years for OBC candidates.

6. Physically handicapped candidates with disability not less than 40% shall be eligible for age relaxation by 5 years.
7. Only Indian Nationals are eligible for applying.
8. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
9. Short listed candidates for the post of stenographer will be put to skill test followed by interview.
10. Applications received through ordinary post only will be entertained. E-mail, FAX, by Hand will not be accepted under any circumstances.
11. Applications which are incomplete, unsigned will be rejected summarily.
12. Application in the following format along with attested copies of testimonials, driving licence and two photographs should reach Project Manager (PRU), EdCIL (India) Limited, Plot No. 18A, Sector-16A,, Noida (UP)-201301 latest by **26.02.2013**
13. Application received after due date will out rightly be rejected.

APPLICATION FORMAT

Advertisement No.

For Office use only

Paste latest
passport
size colour
photograph

1. Application for the post of _____
2. Name Mr/Ms/Mrs. _____
3. Father's/ Husband's Name _____
4. Date of Birth _____
5. Age as on 1. 02.2013 _____
6. Mobile Number _____
7. Nationality _____
8. Address _____
9. Category
(SC/ ST/ OBC/ PH/ Gen) _____
10. Qualification (from 10th onwards)

S.No.	Exam passed	Board/ University	% of marks	Year of passing

11. Computer Knowledge
(Mention typing speed/ MS Office) _____
12. Present salary per month _____

13 Experience

Year

Month

S.No.	Position	Name of organisation	Nature of duties	Total period	
				From	To

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. If any of my statement is found false at any time appointment may be cancelled and legal action may be taken.

Place:

Date:

(Signature of candidate)