

HEADQUARTERS LEH SUB AREA

RECRUITMENT NOTICE

DIRECT RECRUITMENT FOR THE POST OF STENOGRAPHER GRADE -II

1. Applications are invited for Direct Recruitment (format attached as Appendix 'A') for HQ Leh Sub Area from Indian Citizens for the post of Group 'C' to Officer-in-Charge, Recruitment Cell, HQ Leh Sub Area, PIN- 900465 C/o 56 APO by registered post within 21 days (28 days in respect of candidates belonging to Andaman and Nicobar Islands and Lakshadweep) from the last date of publication of this advertisement in Employment News, Newspapers. The last date of publication of this advertisement in Employment News/ Local News paper whichever is later will be taken into account for calculation of 21 days and 28 days for Andaman and Nicobar Islands and Lakshadweep respectively. The scale of pay, number of vacancies, educational qualification and other requirements are as under:-

Name of Post	Number of Vacancies	Pay Band	Period of Probation	Age Limit
Stenographer Grade-II	01 (UR) (Un-Reserved)	PB-1 ₹ 5,200 - ₹ 20,200 with Grade Pay ₹ 2,400/- Plus allowances	02 (Two) years	18 yrs to 25 yrs (Un Reserved)

QUALIFICATION (Minimum Essential): 12th Pass or equivalent examination from recognized Board or University. **SKILL TEST - Dictation:** 10 minutes @ 80 Words Per Minute. **Transcription:** 50 minutes in English, 65 minutes in Hindi (on computer).

- Note:** SC/ ST/ OBC candidates if appearing/ applying for the post of Stenographer Grade-II will compete in Un-Reserved Category as no age relaxation will be accorded.
 - Pay scale will be applicable as per Govt instructions on the date of joining.
 - Candidates of J&K State to fwd copy of domicile of (J&K) along with application form.
- Calculation of Age:** Last date of receipt of the application will be taken as cut off date for calculation of age.
- Application **Not** conforming to the format will **Not** be accepted.
- Details of Test:** The following test will be conducted for candidates.
 - Endurance Test:** It shall bear a weightage of 20% marks in the overall merit and the following test will be conducted:-

S. No.	Category	Physical Standards Required/ Tests
1.	Steno Grade-II	A candidate must qualify the prescribed test/ practical on merit basis as deemed fit by the Board of Officers detailed for recruitment. Running: 1.5 K.M. in 7.5 minutes.

- Skill Test:** Candidates who obtain the qualifying marks in the Skill Test as prescribed by the Board of Officers will only be called for the written test. However, depending on the number of candidates, the Boards of Officers can decide to call all the candidates for the written test. It may also prescribe qualifying marks in each part of the Written Examination. **THE SKILL TEST WILL BE OF QUALIFYING NATURE** and the Board of Officers will fix the qualifying standard in the skill test.
- Written test:** Written test for **Steno Grade-II** category shall bear a weight 80% in the overall merit & will be held on the basis of 12th Senior Secondary Board examination and the question papers of written test (objective type) will be bilingual i.e English & Hindi as under:-

Subjects: (i) General Intelligence & Reasoning (50 Questions, 50 Marks) (ii) Numerical Aptitude (25 Questions, 25 Marks) (iii) Language & Comprehension (100 Questions, 100 Marks) (iv) General Awareness (25 Questions, 25 Marks)	}	Duration 02 Hours
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- Note:**
- If the candidates do not indicate the medium of the **Stenography Skill Test** at the relevant place in the Application Form, the Board of Officers will consider ENGLISH as the medium of **Stenography Skill Test** for such candidates and the candidates will not be allowed to change the medium of subsequent stage.
 - There is no exemption from skill test for candidates.
 - Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.

- Canvassing in any form** shall disqualify the candidates. No inquiry or correspondence will be entertained.
- Dates for written test/ skill test** will be intimated in the Admit Cards only to individuals whose applications received only through Registered post and are found correct in all respects after scrutiny.
- Applications will be accepted through registered post only. **The application should be addressed to Officer-in-charge Recruiting Cell, HQ Leh Sub Area, PIN - 900465, C/o 56 APO. No application will be accepted by hand.** Board will not be responsible for loss of any application in transit and for postal delay. No TA/ DA will be paid for the test/ skill test. Duration of test can be 02 to 05 days or more excluding acclimatization period for individuals coming from outside Leh, Ladakh. The candidates will themselves make arrangement for their boarding & lodging and are required to undergo 6 days of acclimatization under own arrangement at Leh being a high altitude area. **Candidates are advised to come 6 days in advance** for proper acclimatization under own arrangement at Leh, J&K. No application will be entertained after the last date of receipt of application. While forwarding the application, the envelope should be clearly marked "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II". **Quoting of Postal Index Number (PIN) is mandatory.**
- Candidates are advised to attach self attested copies** of following documents as applicable along with (Size 12x18 cm) one x self addressed registered envelope with ₹ 25/- postage stamps.
 - Birth Certificate.
 - Medical certificate from a registered medical practitioner for physical fitness.
 - 10th and 12th marks sheet and Board Certificate.
 - Two x additional passport size photographs.
 - Willingness certificate for employment as per Appendix 'B'.
 - Domicile certificate or residents of J&K State.
- Please do not forward ORIGINAL CERTIFICATES with the application.
- Candidates with more than one spouse or have married another spouse while the first spouse is still alive are not eligible to apply.
- The candidate should be in possession of all original documents/ certificates viz date of birth/ educational qualification and any other relevant certificate at the time of written test.
- This Headquarters will not be responsible to pay any compensation in case of injury/ death of candidate during and after physical test and also reserve the right to rescheduling the date of test/ interview due to strike/ bandh/ curfew/ bad weather.
- It is to clarify that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for recruitment test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/ rejection will be final. It is also made clear that the vacancy is tentative and recruitment process can be cancelled/ suspended/ terminated by the Board of Officer at any stage due to administrative reasons.
- The selected candidates should be physically and medically fit to carry out their assigned duties.
- Place of Work:** Individual should be willing to serve in HQ Leh Sub Area, Leh, Leh, J&K and anywhere in India.

- Rejection:** The following act/s/ omission would render a candidate/application disqualified:-
 - Furnishing of false, inaccurate or tampered information.
 - Obtaining support for his candidature through unfair means.
 - Impersonation by any person.
 - Submitting fabricated documents.
 - Making statements, which are incorrect or false or suppressing material information.
 - Reporting to any other irregular or improper means in connection with his candidature for the selection.
 - Improper filling of applications/ over writing in the application.
 - More than one application submitted by the candidate.
 - Any other reason as observed by the Board of Officers.
- Selected candidates will be given a provisional appointment letter by the Commander Headquarters Leh Sub Area, subject to receipt of verification of character and antecedents from concerned District Magistrates, Superintendent of Police, Medical fitness certificate from medical authorities and Educational verification from the Education Boards.
- Post is permanent, subject to completion of two years probation period successfully by the individual.
- Merit for the category will be drawn as 80:20 (Written & Endurance Test).
- Central employees appointed in Govt services on or after 01 Jan 2014 will be governed by new refined contribution pension scheme.
- Any dispute with regard to rect will be subject to jurisdiction of Leh Court only.
- Registration of application by no mean is guarantee of employment.
- Warning:** All candidates are guarded against contact with self appointed agents/ touts indulging in any kind of malicious propaganda undermining the transparency and fairness of entire recruitment process.
- Unambiguously, it is stated that Merit as per spell out tests and possession of Bonafide documents shall be the sole criteria for selection process.

APPLICATION FORMAT

Appendix 'A'

To,
Officer-in-Charge,
Recruitment Cell,
HQ Leh Sub Area
PIN-900465, C/o 56 APO

Affix recent passport size photograph duly attested by a Gazetted Officer

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II

- Name of candidate (in block letters)
 - Father's Name
 - Date of birth (in figures)

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 - Date of birth (in words)
 - Correspondence Address
 - (complete address with PIN Code)
 - Permanent Address
 - (complete address with PIN Code)
 - Educational Qualification
- | S. No. | Qualification | Name of School/ College | Name of Board/ University | Percentage Obtained |
|--------|---------------|-------------------------|---------------------------|---------------------|
| | | | | |
| | | | | |
- Category : UR
 - Preferred language for stenography test (tick only one):
 English Hindi
 - Whether registered with any employment exchange yes/no :
 - (if yes mention registration No. & Name of Employment exchange).

DECLARATION

- I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/ appointment shall stand cancelled/ terminated without any notice.
- I accept the terms and conditions of appointment.
- I accept to serve at HQ Leh Sub Area at Leh and anywhere in India, if I am selected.
- I agree that department has the right to transfer me to any where India.

Dated : (Signature of Candidate)
Place :

FOR OFFICE RECORDS ONLY

- Application received on
 - Application accepted/rejected
 - Reason for rejection
- Underage/ Overage/ Documents incomplete/ Photo or documents not attested/ Any other reasons to be specified Incomplete/ Photo or documents not attested/ Any other reasons to be specified:

4. Index No : Date of Skill Test/ Endurance Test/ Written Test

WILLINGNESS CERTIFICATE BY CANDIDATE

Appendix 'B'

I, Shri/ Smt/ Kumari Son/ wife/ daughter of Shri resident of is willing to serve in HQ Leh Sub Area or anywhere in India as deemed fit by the Board of Officers for recruitment.

Place : Signature
Date : Name