



# Indian Council for Cultural Relations

Azad Bhavan, I.P. Estate, New Delhi-110002 Ph.: 011-23379309-10

Indian Council for Cultural Relations (ICCR) invites applications for the following posts, as per detail:

## **SR. STENOGRAPHER**

**Name of Post:** Sr. Stenographer (English) (Group B)

**No. of Posts:** 03 (General)

**Pay Scale:** PB 2- 9300-34800 + 4200 GP/ Level 6 of 7th CPC

**Age Limit:** up to 30 Yrs. (Relaxable for Government Servants/ ICCR employees upto 5 yrs. in accordance with the orders issued by the Central Government)

### **Educational & Other Qualification**

- (i) Degree from a recognised university
- (ii) Skill test norms: Dictation 10 minutes @ 100 w.p.m.  
Transcription: 60 minutes (English), only on computer
- (iii) Diploma/ certificate course from recognised university/ institute in computer application

## **JR. STENOGRAPHER**

**Name of Post:** Jr. Stenographer (English) (Group C)

**No. of Posts:** 02 (General)

**Pay Scale:** PB 1- 5200-20200 + 2400 GP/ Level 4 of 7th CPC

**Age Limit:** 18 to 27 Yrs. (Relaxable for Government Servants/ ICCR employees upto 40 yrs. in accordance with the orders issued by the Central Government)

### **Educational & Other Qualification**

- (i) 12<sup>th</sup> pass from a recognised board or university
- (ii) Skill test norms: Dictation 10 minutes @ 80 w.p.m.  
Transcription: 50 minutes (English), only on computer
- (iii) Diploma/ certificate course from recognised university/ institute in computer application

Interested candidates may send their applications duly filled in prescribed format for the above posts to **Dy. Director General (NK), Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi-110002** latest by **15.09.2017**. The proforma may be downloaded from ICCR's website [www.iccr.gov.in](http://www.iccr.gov.in)

**BIO-DATA FOR THE POST OF SENIOR STENOGRAPHER IN ICCR**

Affix recent passport  
size photograph

1. Name of the Candidate  
(in block letters)
2. Designation  
(if in Govt. Service)
3. Father's Name
4. Date of Birth
5. Category (General/SC/ST/OBC/PH)
6. Address for communication
7. Permanent Address
8. Present Pay  
(if in Govt. Service)
9. Educational Qualifications  
(beginning from matriculation)
10. Technical Qualifications
11. Level of Computer Skills
12. Experience
13. Any other qualifications/skill

**Declaration:** I declare that I fulfill the eligibility conditions as mentioned in the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Date:

(Signature)

Place:

**BIO-DATA FOR THE POST OF JUNIOR STENOGRAPHER IN ICCR**

Affix recent passport  
size photograph

1. Name of the Candidate  
(in block letters)
2. Designation  
(if in Govt. Service)
3. Father's Name
4. Date of Birth
5. Category (General/SC/ST/OBC/PH)
6. Address for communication
7. Permanent Address
8. Present Pay  
(if in Govt. Service)
9. Educational Qualifications  
(beginning from matriculation)
10. Technical Qualifications
11. Level of Computer Skills
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13. Any other qualifications/skill

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**(Signature)**

Date:

Place: