

NEW DELHI TUBERCULOSIS CENTRE

Applications are invited for the following post :

Sl. No.	Name & No. of post	Grade	Age limit	Quaification	Experience
2.	Stenographer (1)	Level 4	27 years	i) 10+2 or equivalent from a recognized board of secondary education ii) Diploma in stenography from a recognised institution. iii) Skill Test Norms : Dictation : 10 mts @ 80 w.p.m. Transcription : 65 mts (English) on Manual Typewriter or 50 mts (Eng.) on Computer	Desirable : Graduate from recognized university 3 years experience in office procedure. Knowledge of computer operation.

Application stating age, qualifications, experience and names of two referees should reach the Director, New Delhi TB Centre, Jawaharlal Nehru Marg, New Delhi – 2 on or before 31.7.2024. Person already in employment should send his/her application through proper channel.

Director
New Delhi TB Centre

NEW DELHI TUBERCULOSIS CENTRE

**Application form for the post of STENOGRAPHER
(Tick the post for which you would like to apply)**

Affix recent passport
size photograph

1.	Name (in block letters)							
2.	Father's/Husband Name							
3.	Date of Birth	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>D</td> <td>M</td> <td>Y</td> </tr> </table>				D	M	Y
D	M	Y						
4.	Age							
5.	Sex							
6.	Nationality							
7.	Place of birth							
8.	Marital status							
9.	Category : General/ SC/ST/OBC/PH							
10.	Address for communication	Pin Code.....						
11.	Contact phone no.							
12.	Email address							
13.	Permanent address	Pin Code.....						

14. Educational and other Qualifications :

Examination passed	Institute/ University	Subject studied	Year of passing	% of marks	Division obtained

15. Details of experience :

Name of Organisation	Post held	Pay scale	Duration of service		Nature of duties
			From	To	

16. Any other relevant information

17. References :

18. List of Enclosures :

19. Declaration :

I declare that all information furnished by me, as above are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information being found false or incorrect, my candidature may be summarily rejected or employment terminated.

Signature of Candidate

Place :

Date :

Instructions

- 1) New Delhi Tuberculosis Centre is a grantee Institute under the Ministry of Health and Family Welfare, Government of India, New Delhi and it follows Government of India rules from time to time and in case of regular appointment there are usual allowances as admissible to Central Government employees stationed at Delhi.
- 2) The appointment will be governed by the standard terms and conditions as per the Centre's rules applicable from time to time.
- 3) Candidates are advised to enclose self attested Photocopies of all certificates in support of qualifications and experience.
- 4) Applicants should affix recently taken passport size photograph.
- 5) Candidate employed in Government/Quasi Government/Public Sector undertakings should forward their applications through proper channel or submit no objection certificate
- 6) Crucial date for determining age limit will be the closing date of receipt of applications.
- 7) NDTBC reserves the right to fill or not to fill the posts mentioned above without assigning any reason(s).
- 8) Qualifications are relaxable at the discretion of the Selection Committee in case of candidates otherwise well qualified.
- 9) Mere submission of an application with prescribed qualification does not entitle a candidate to be considered for the post. The Director reserves the right to reject any application without assigning any reason.
- 10) Applications received after the last date will not be considered.
- 11) Incomplete applications not on the prescribed proforma will be summarily rejected.
- 12) Completed application form should be sent to Director, New Delhi Tuberculosis Centre, Adjoining LN Hospital, Jawaharlal Nehru Marg, New Delhi-110002 on or before 31st July 2024.

Application can be sent either by email or speed post.