



**National Institute of Educational Planning and Administration
(Deemed to be University)
17-B, Sri Aurobindo Marg, New Delhi-110016**

APPLICATION FORM FOR STENOGRAPHER GRADE-I (ON DEPUTATION BASIS)

1.	Name of the Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Address	
5.	Mobile Number	
6.	E-mail Id	
7.	Nationality	
8.	Aadhar No.	
9.	PAN No.	

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passport size
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10. Educational Qualification (in chronological order, starting from matriculation)

a. Academic

Sl. No.	Examination	Passing Year	University/Institute	Subjects	Percentage of marks/CGPA

Contd/-

b. Professional Qualification, if any:

Sl. No.	Name of the Degree/ Course/Diploma	Passing Year	University/Institute	Percentage of marks/CGPA

11. Experience Details

Sl. No.	Department/Institute	Designation	Period	Pay Scale/Last Pay Drawn	Nature of duties

(Declaration)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect / incomplete OR ineligibility being detected at any time before or after selection / interview, my candidature is liable to be rejected.

Place:

Date:

(Signature of the Applicant)

LIST OF ENCLOSURES :

Candidates are required to enclose copies of the following documents with the Application Form:-

- (a) Educational Certificates in chronological order i.e. SSC/10th, Intermediate/12th, Diploma, UG Degree, PG Degree, Marksheets etc.

- (b) Experience should be mentioned in chronological order i.e. to begin with the latest to first employment.
- (c) Self attested copy of the Category Certificate issued by the Competent Authority on the proforma prescribed by the Government of India.
- (d) Certified copies of ACRs/APARs for the preceding five years, integrity certificate and vigilance clearance certificate duly certified by the Controlling Officer not beyond the level of Deputy Secretary.
- (e) No Objection Certificate from current employer. Those who are unable to submit 'No Objection Certificate' (NOC) should submit an undertaking with their application that the NOC would be submitted at the time of final selection.
- (f) Enclose one of the following valid photo identities (ID): Aadhar-UID (preferable)/Passport/PAN Card/Voter ID. Candidate must produce the same in original as ID proof at the time of final selection for verification purpose.
