

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT
MINISTRY OF HOME AFFAIRS**

Applications are invited for filling in two posts of Stenographer in the pay band of Rs. 5200-20200 plus Rs. 2400 Grade pay at the National Institute of Disaster Management. The qualification and experience for the post is as under:-

Educational Qualification :- Matriculation or equivalent and speed of 80 w.p.m. stenography (English) and typing speed of 40 w.p.m.

Desirable : Preference will be given to candidates having proficiency in computer working such as in MS-word, Excel, PPTs etc. and having past experience of similar job.

Maximum Age Bar: Maximum age limit for direct recruitment is 25 years as on 31.3.2011. Age relaxation and other conditions shall be applicable as per Govt. of India rules.

Interested candidates may send their application with superscription "**Application for the post of "Stenographer"**" on the prescribed format given below. Application should be addressed to **Executive Director, National Institute of Disaster Management , Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P. Estate, Ring Road, New Delhi – 110002 and must reach latest by 22.3.2011.**

**Executive Director
NIDM**

Format of Application

- 1) Post applied for _____
- 2) Category (General/SC/ST/OBC) _____
- 3) Full Name(in Block letters)_____
- 4) Father's Name _____
- 5) Date of Birth _____
- 6) Age as on 31.3.2011 ____years __month __days_____
- 7) Sex : Male/Female
- 8) Marital Status Married/unmarried
- 9) Educational Qualification
- 10) Stenography speed (English) _____ Typing speed (English)_____
- 11) Past Experience :
- 12) Nationality
- 13) Correspondence Address:
Telephone no.
Mobile no.
Email ID
- 14) Permanent Address:

DECLARATION

I hereby declare that:

1. There are no criminal proceedings contemplated or pending against me.
2. All the particulars mentioned in the above application form are correct and to the best of my knowledge and belief.
- 3) If particulars mentioned by me are found to be false, untrue at any stage, my selection/appointment will be treated as invalid and terminated and I shall be responsible for that.

Signature of Applicant