

National Board Of Examinations
Application for the post of Stenographer (English)

- Please fill up the application in CAPITAL letters in Own Handwriting except signature.
- All application must be submitted in A4 size 80GSM paper.
- The duly completed application form along with Demand Draft, *two Photograph* and self attested copies of supporting testimonials/documents in a single envelope superscribing – “Application for the post of (name of the post and category) should reach to “*The Assistant Director (Admn.), National Board Of Examinations, Medical Enclave, Mahatma Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi – 110029*”. The last date for submission of application form is 01st June 2017.

Post Applied For	Stenographer (English)				Two self attested Photograph, one Should be pasted here and another to be attached with the application
Personal Details: –					
Name of the applicant					
Date of Birth(dd/mm/yy)					
Father’s Name					
Husband’s Name (If applicable)					
Mother’s Name					Signature of the Candidate in the above box below the photograph
Gender			Category (SC/ST/OBC/UR/PH)		
Age as on last date of submission (01/06/2017)			Nationality		Marital Status
Correspondence Address	Address Line 1				
	Address Line 2				
	Address Line 3				
	City/District		State		Pin
Mobile Number			Phone Number		
E-mail ID: –					
Permanent Address	Address Line 1				
	Address Line 2				
	Address Line 3				
	City/District		State		Pin
If Physically Challenged (PWD)	Type of Disability			Percentage of Disability	
Are you (i)	Govt. Employee (Yes/No)			(ii) Ex-Serviceman (Yes/No)	
Demand Draft Details: – (In favour of “National Board of Examinations” payable at “New Delhi”)					
Bank Name				Branch Name	
DD No.		DD Date		Amount	

Qualification Details: –

Exam Passed	Name of the Course/Degree	University/Board	Year of Passing	% of marks	Subject
10 th Pass/Equivalent					
12 th Pass/Equivalent					
Graduation/Equivalent					
Post Graduation					
Professional Qualification					

Working knowledge of computer (MS Office)		Typing speed (at least 30 wpm in English)	
Shorthand (English) Speed (at least 80 wpm in English)(<i>Please attach certificate</i>)			
Detail of other computer skill (If any)			

Experience Details (Start from present Employment details): –

Name & Address of the Employer	Designation	Period of Service From – To	Nature of Duties Performed	Reason for Leaving	Length of Service (YY/MM)
1					
2					
3					
4					
Total Experience (Year/Month)					

Languages Known	Read	Write	Speak
Hindi			
English			
Others (Please Specify) -----			

Declaration: –

I hereby declare that all statements made in this application form 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 criteria according to the advertisement, my candidature / appointment is liable to be cancelled / terminated. Jurisdiction for disputes is before competent courts at New Delhi.

Place:**Date:**

Signature of Applicant
(To be signed before dispatch)