

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 **17th September 2018**.

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					
Gender		Category (SC/ST/OBC/UR/PH)			
Age as on last date of submission (10/09/2018)		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 (minimum 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)