

Central Cottage Industries Corporation of India Ltd.  
(A Govt. of India Undertaking under Ministry of Textiles)  
Jawahar Vyapar Bhawan, Janpath, New Delhi-110 001  
Tel:011-2332 6790 / 2332 1909 / 2332 1546 Fax: 011-23328354

### **Recruitment Drive to fill up the reserved vacancies for persons with Disabilities**

One of the largest public Sector Undertaking engaged in the marketing of handicrafts and handlooms invites applications for the following posts:

Sl. No.	Post	No. of vacancies	Category of Disability	Pay-scale (Revised)	Total Emoluments per month (Rs.) (Approx.)
1	Steno-Typist	1	VH (LV)	12100-25500	30,000/-

#### **JOB SPECIFICATIONS**

- Taking dictation
- Operating computer to transcribe letters.
- Performing variety of clerical duties

#### **Steno Typist (English)**

Minimum educational  
Qualification

: Matric or equivalent qualification

: English shorthand speed : 100 w.p.m.

Typing speed : 40 w.p.m. in English on computer.

Age

: Between 18 and 25 years (relaxable upto 10 years as per Govt. guidelines)

#### **Desirable**

Hindi typing & knowledge of Hindi Short Hand.

#### **Benefits**

Apart from salary other benefits such as Gratuity, Provident Fund, Medical, LTC, Leave Encashment Bonus/PLR etc. are available as per rules of the Corporation.

## **GENERAL INFORMATION/CONDITIONS**

- 1) Upper age limit for Persons with Disability is relaxed by 10 years (15 years for SC/ST and 13 years for OBC.
- 2) Maximum age/experience will be determined as on 31.12.2015.
- 3) Employees of Govt./Quasi Govt. organisations, Public Sector Undertakings/Local bodies etc. should submit their applications through proper channel.

## **RECRUITMENT PROCEDURE**

Written Test : General knowledge, General English, General Maths of 100 marks. Candidates scoring atleast 60% marks above will be eligible for shorthand & typing test.

English Shorthand Test : 100 w.p.m.

Typing speed : 40 w.p.m. in English on computer

Shorthand and Typing speed tests will be of 50 marks each. Candidates will be required to score atleast 50% marks each in both tests to qualify for the merit list.

Final selection of candidate will be made on the basis of marks obtained in written, shorthand & typing tests. The minimum marks to qualify for the merit list will be 60% in aggregate.

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Note: The above post is of permanent nature and both male/female candidates can apply for the same.

CCIC OF INDIA LTD.  
JVB, Janpath, New Delhi

**APPLICATION FORMAT**

For the post of **STENO TYPIST (VH(LV))**

1. POST APPLIED FOR : \_\_\_\_\_  
2. NAME (BLOCK LETTERS) : \_\_\_\_\_  
3. FATHER'S /HUSBAND'S NAME : \_\_\_\_\_

Photo  
self-  
attested

4. RESIDENTIAL ADDRESS :  
(a) PRESENT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_

E mail ID \_\_\_\_\_

- (b) PERMANENT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No/ Mobile No. \_\_\_\_\_

5. (a) DATE OF BIRTH : \_\_\_\_\_  
(b) AGE AS ON 31.12.2015: \_\_\_\_\_(YRS.) \_\_\_\_\_(MTS) \_\_\_\_\_(DS)

6. CATEGORY (SC/ST/OBC/GEN) : \_\_\_\_\_

7. CATEGORY OF DISABILITY: \_\_\_\_\_  
(VH(LV) with%)

8. EDUCATIONAL QUALIFICATION : Please enclose self-attested copies of certificates.

SL. NO.	EXAM. PASSED	INSTT./ BOARD/ UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

9. PROFESSIONAL QUALIFICATIONS : Please enclose self-attested copies of certificates.

SL. NO.	EXAM. PASSED	INSTT./ BOARD/ UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

10. EXPERIENCE (if any): Please enclose copies of Experience certificates, (self-attested)

SL. NO.	NAME OF THE ORGANISATION & Address	POST HELD	SERVED		LENGTH OF SERVICE	WHETHER REGULAR OR NOT	NATURE OF DUTIES PERFORMED
			FROM	TO			

11. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY) : \_\_\_\_\_

12. Speed : Typing - English \_\_\_\_\_ WPM  
Shorthand - English \_\_\_\_\_ WPM

13. ANY OTHER RELEVANT INFORMATION : \_\_\_\_\_

**DECLARATION**

I hereby confirm that the all information are given by me is correct and true as per my knowledge & belief. I may be disqualified if at any stage the information / papers submit by me is found wrong.

\_\_\_\_\_  
SIGNATURE OF THE CANDIDATE

PLACE : .....

DATE : .....

**INSTRUCTIONS**

Applications giving full particulars along with self-attested copies of Certificates/ testimonials and a recent passport size photograph should reach "Addl. General Manager (HR/Admn.), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110001" upto 31.12.2015. Please super scribe the envelope with the Application for the post of Steno-Typist (VH(LV)).