National Capital Region Planning Board

(A Statutory Body under Ministry of Housing & Urban Affairs, Govt. of India)

1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003

No. Y-11011/12/2024 (E- 9196108)

National Capital Region Planning Board (NCRPB) invites applications in the prescribed format for the following posts for its office located in New Delhi, as per details given below:-

S. No.	Name of Post.	No. of Posts / Category.	Method of Recruitment.	Scale of pay as per RRs.
1.	Stenographer Grade-'C'	01 (One post) SC-01	Direct Recruitment.	Level-7 (₹ 44,900-1,42,400) (Revised as per 7th CPC)
2.	Stenographer Grade-'D'	02 (Two posts)* ST-01 OBC-01	Direct Recruitment.	Level-4 (₹ 25,500-81,100) (Revised as per 7th CPC)

*** These vacancies are consequential likely to be vacant in near future.**

Detailed eligibility criteria, condition and standard format of application of the above posts are as under:-

STENOGRAPHER GRADE-'C':

1.	Name of Post	**Stenographer Grade-'C'**
2.	Scale of pay	Level-7 (₹ 44,900-1,42,400) (Revised as per 7th CPC)
3.	Age limit for direct recruits.	Not exceeding 28 years.

4.	Education and other qualifications required for direct recruits.	**Essential:** Graduation with a speed of 120 W.P.M. in Shorthand and 40 W.P.M. in typing in English and/or 100 W.P.M. in Hindi Shorthand and 35 W.P.M. in Hindi Typing and Diploma in computer applications. **Preferential:** Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.
5.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
6.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
7.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Possessing minimum qualification of Graduation and speed of 120 W.P.M. in shorthand and 40 W.P.M. in typing and on the basis of competitive tests in General English/ General Knowledge and shorthand/ typing, age not exceeding 28 years. Age may be relaxed in respect of internal candidates. Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.

1. STENOGRAPHER GRADE-'D'

1.	Name of Post	**Stenographer Grade-'D'**
2.	Scale of pay	Level-4 (₹ 25,500-81,100) (Revised as per 7th CPC)
3.	Age limit for direct recruits.	Not exceeding 28 years.
4.	Education and other qualifications required for direct recruits.	**Essential:** Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications. **Preferential:** Preference will be given to candidates having good speed in Hindi shorthand and typing also.

5.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
6.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test.

2. GENERAL TERMS & CONDITIONS:-

1. **Applications should be sent for each post in separate envelops superscribing the post applied for "Application for the post of ……".**

2. Candidates can apply for both the posts subject to the eligibility criteria.

3. Application in the prescribed format should be neatly typed out in A-4 size paper or hand written and should also be signed.

4. The last date for receipt of applications is 30 days from the date of publication in Employment News.

5. The Cut-off date for qualification and maximum age will be the last date of receipt of applications.

6. Application received after the due date or found to be incomplete in any manner or not submitted in the prescribed format will not be entertained and summarily rejected without assigning any reasons.

7. Selection method for the posts of Stenographer Grade-C and Stenographer Grade-D is as under:-

S.No.	Name of the post	Details of the examination
1	Stenographer Grade-C	Examination will be conducted in the following two stages: Stage-I – Written Examination. Stage-II – Skill Test (Shorthand & Typing Test) **Stage- I :** Written test consisting of Objective Type Multiple Choice questions as per details given below:-

Part	Subject	No. of Questions	Maximum Marks	Total Duration
i	General Intelligence & Reasoning	50	50	2 Hours
ii	General Awareness	50	50	
iii	English Language and Comprehension.	100	100	

Note1:- The minimum qualifying marks for Stage-I examination will be 20% for SC candidates.

Note2:- There will be negative marking of 0.25 marks for each wrong answer in Stage-I.

Note3: Selection will be made on the basis of Stage-I examination, Stage-II examination will be qualifying in nature.

Stage-II : Those candidates who qualify in the Stage-I Examination will be required to appear in the Stage-II (Skill Test).

Shorthand Test –The candidates will be given one shorthand dictation for 10 minutes in English at the speed of 120 words per minute (w.p.m.) or in Hindi at the speed of 100 words per minute (w.p.m.) (as opted by the candidates). The matter will have to be transcribed on computer. The transcription time is as follows:-

S.No.	Language of skill test	Time Duration (in minutes)
i	English	40
ii	Hindi	55

Note: Mistakes allowed in Stage-II examination is 10% for SC candidates.

Typing Test

Typing test of 10 minutes with a speed of 40 w.p.m.in English and/or
Typing test of 10 minutes with a speed of 35 w.p.m. in Hindi.

2 Stenographer Grade-D

Examination will be conducted in the following two stages:
Stage-I – Written Examination.
Stage-II – Skill Test (Shorthand & Typing Test)

Stage- I : Written test consisting of Objective Type Multiple Choice questions as per details given below:-

Part	Subject	No. of Questions	Maximum Marks	Total Duration
i	General Intelligence & Reasoning	50	50	2 Hours
ii	General Awareness	50	50	

iii	English Language and Comprehension.	100	100	

Note1:- The minimum qualifying marks for Stage-I examination will be 20% for ST candidates and 25% for OBC candidates .

Note2:- There will be negative marking of 0.25 marks for each wrong answer in Stage-I.

Note3: Selection will be made on the basis of Stage-I examination, Stage-II examination will be qualified in nature.

Stage-II : Those candidates who qualify in the Stage-I Examination will be required to appear in the Stage-II (Skill Test).

Shorthand Test - The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. The matter will have to be transcribed on computer. The transcription time is as follows:

Language of Skill Test	Time Duration (in Minutes)
English	50 minutes

Typing Test

Typing test of 10 minutes with a speed of 40 w.p.m.in English.

Note:- The Hindi stenography and typing test will be conducted only for those candidates, who are willing to appear after completion of English stenography and typing test.

Stenography Test – The candidates will be given one dictation for 10 minutes in Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer. The transcription time is as follows:

Language of Skill Test	Time Duration (in Minutes)
Hindi	65 minutes

Typing Test in Hindi:-

Language of Skill Test	Time Duration (in Minutes)
Hindi	10 minutes

Mistakes allowed in Stage-II examination is 10% for ST candidates and 7% for OBC candidates.

8. The result of the Stenographer Grade-D will be valid for one year from the date of declaration of result, which can be extended further on the sole discretion of NCRPB.

9. Candidates already employed in Central/State Govt. Offices/PSU/Autonomous Bodies/Statutory Bodies etc. should submit their application through proper channel and shall submit NOC from their present employer failing which they will not be allowed to appear in the written examination.

10. Age relaxation for reserved categories shall be as per DoPT, Government of India guidelines.

11. For written examination, it is mandatory to carry intimation letter/written examination letter, two passport size recent colour photographs (the photograph should be similar to the one as pasted on the application) and Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate one ID proof issued by government.

12. Candidates seeking reservation benefits available for SCs/ STs/ OBCs (NCL)/ EWSs/ ESMs/PwBDs must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the caste certificates in the prescribed format in support of their claim.

13. No TA/DA shall be paid to candidates for attending written examination and skill test.

14. The list of candidates short-listed for Stage-I (written examination) and Stage-II (skill test) will be uploaded on the NCRPB's website https://ncrpb.nic.in. The call letters will be sent by email to the shortlisted candidates. Applicants are required to provide their correct email ids in the application forms. The Board will not be responsible for any misdirected email.

15. The Board reserved the right not to fill up the post/posts without assigning any reasons. The recruitment process can be cancelled/suspended/postponed at any stage without assigning any specific reasons. The decision of the NCRPB will be final and no (NO) appeal will be entertained.

16. The decision of the NCR Planning Board in respect of selection shall be final and no (NO) correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.

17. Application form duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc., along with a Crossed IPO/ Demand Draft payable at New Delhi for Rs.100/- (Rs. One Hundred only) drawn in favour of NCR Planning Board as Application Fee should reach the Member Secretary, NCR Planning Board, 1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003. The Application fee can also be paid online to **National Capital Region Planning Board, Bank Account No. 53048557394 IFSCSBIN0030203, State Bank of India, SME Branch, Connaught Circus, New Delhi**.

18. Fee once paid shall not be refunded under any circumstances neither it will be adjusted against any other examination or selection.

19. Women candidates and candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs), Persons with Benchmark Disabilities (PwBDs) and Ex-servicemen (ESM) are exempted from payment of application fee.

20. Recruitment Rules for the posts of Stenographer Grade-‘C’ and Stenographer Grade-‘D’ are enclosed.

***

Application Format

paste your recent passport size photograph without cap & goggles/coloured glasses

Application for the post of _____

1.	Name in full (in Block letters)			
2.	Father‘s name			
3.	(a) Date of Birth	**Date**	**Month**	**Year**
	(b) Age as on closing date			
4.	Nationality			
5.	Religion			
6.	Contact Mobile / E-mail Address	**Mobile:**		
		Email:		
7.	Category (SCs/STs/OBCs (NCL)/EWSs/PwBDs/General			
8.	Address for correspondence (in block letters with pin code)			
9.	Permanent Address (in block letters)			

10. Educational Qualifications:

S.No.	**Name of the Examination**	**Board/University**	**Year of Passing**	**Division/Class**

11. Experience, if any

S.No	Name of the organisation	Period		Post Held	Salary/Pay Level	Nature of Duty
		From	To			

12.	Details of online payment of application fees		

13.	Do you possess knowledge of Stenography		

14.	Medium of Stenography Test (a) Hindi (b) English (c) Both (Hindi & English)	

Declaration:

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted, if at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

(Name & Signature of the candidate)

Date : _____

Place : _____

11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Skill test will be conducted before the interview for selection to the post.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	---
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.

Stenographer Grade 'C'

1.	Name of Post	**Stenographer Grade 'C'**
2.	No. of Posts	Six.
3.	Classification	---
4.	Scale of pay	Rs. 5500-175-9000 (Fifth CPC). Pay scale as applicable to Central Government employees (reference DOPT OM No. 2/1/90-CS.IV, dated 31st July, 1990 copy enclosed at **Annexure F.** This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees' The pay and all other allowances except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at **Annexure D).**
5.	Whether Selection Post or non-Selection post.	Selection post for Departmental Competitive Test.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules) 1972.	---
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	**Essential:** Graduation with a speed of 120 W.P.M. in Shorthand and 40 W.P.M. in typing in English and/or 100 W.P.M. in Hindi Shorthand and 35 W.P.M. in Hindi Typing

		and Diploma in computer applications. **Preferential:** Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	(i) 75% by promotion through non-selection method from amongst departmental Stenographers Grade 'D' who have rendered 5 years service on the basis of seniority subject to the rejection of unfit and on the recommendations of the DPC. It would be essential for all candidates to attend the requisite speed for Hindi and English typing and shorthand as given at Sr. No. 8 above during the skill test. (ii) 25% by direct recruitment from amongst candidates possessing minimum qualification of Graduation and speed of 120 W.P.M. in shorthand and 40 W.P.M. in typing and on the basis of competitive tests in General English/ General Knowledge and shorthand/ typing, age not exceeding 28 years. Age may be relaxed in respect of internal candidates. Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing. Since there is no promotion for Stenographers Grade 'C' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97/-Estt. (D), dated 9th August, 1999.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	From amongst internal Stenographers Grade 'D' who have rendered five years service on the basis of the seniority.
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.

Stenographer Grade 'D'

1.	Name of Post	**Stenographer Grade 'D'**
2.	No. of Posts	Seven.
3.	Classification	---
4.	Scale of pay	Rs. 4000-100-6000 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection- direct induction.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.	Not applicable.
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	**Essential:** Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications. **Preferential:** Preference will be given to candidates having good speed in Hindi shorthand and typing also.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test and interview. Since there is no promotion for Stenographers Grade 'D' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97/-Estt. (D), dated 9th August, 1999.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Direct Recruitment basis.

13.	If a DPC exists what is its composition	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.

Staff Car Driver

1.	Name of Post	**Staff Car Driver**
2.	No. of Posts	Four.
3.	Classification	---
4.	Scale of pay	Rs. 3050-75-3950-80-4590 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection post- direct induction.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.	---
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	**Essential:** Sr. Secondary school passed from a recognized school and valid driving licence of light vehicles with at least two years experience of driving, vehicles in a Government / Semi-Government/Public Sector Undertakings/autonomous bodies. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles.) **Desirable**: Preference would be given to graduate candidates in any subject.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications, experience and possessing valid driving licence for LMV will also be eligible to apply. Selection will be made on the basis of skill test and interview.