

NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Road, Transport and Highways)

RECRUITMENT TO THE POST OF STENOGRAPHER ON LONG TERM CONTRACT BASIS

National Highways Authority of India, an Autonomous body under Ministry of Shipping, Road, Transport & Highways invites applications for recruitment to the post of Stenographers on long term contract basis. The details of the posts are as under:

Name of the post	No. of posts*				Total
	UR	OBC	SC	ST	
Stenographer	75	41	23	11	150

(Interlocking reservation will be provided to physically handicapped as per Govt. of India instructions)

* The number of post is likely to vary depending on requirements

The above post is on contract basis for a period of two years or co-terminus with the project. Selected candidates are liable to be posted anywhere in India.

The required qualifications and age limit are as under:-

1. **STENOGRAPHER :**

(a) **Essential Qualifications:-**

- (i) Matriculation or equivalent examination of recognized Board/University.
- (ii) Shorthand Speed: 80 wpm (Hindi or English)
- (iii) Transcription speed of 30 wpm (English) or 25 wpm (Hindi) on computer
- (iv) Good working knowledge of MS-Office
- (v) Three years experience in relevant field (secretarial assistance)

(b) **Desirable Qualifications:-**

- (i) Degree from a recognized university.
- (ii) Diploma/Certificate in Office Management/Secretarial Practice or equivalent/similar qualifications from Govt. Polytechnic or other reputed institutions.

(c) **Age limit:-**

Not exceeding 25 years as on 15.01.2010 (Relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates Relaxation for PH candidates will also be applicable as per rules.

(d) **Salary:-**

Consolidated emoluments of Rs. 12586/- + 12% employer's contribution towards EPF + HRA & Transport Allowance as admissible under the rules.

MODE OF SELECTION

Based on performance in Written Test, Stenography, Typing and Computer Skill test.

SCHEME OF EXAMINATION

- 1) English & General Awareness written test (test in General Awareness will be held in English/ Hindi) (only those candidates who qualify the tests will appear in stenography skill test).
- 2) Stenography test @ 80 wpm, Transcription @ 30 wpm (English) or 25 wpm (Hindi) on computer. (Candidates may opt this test in Hindi or English).
- 3) Computer skill test in MS-Office.

OTHER CONDITIONS

- (i) The test will be conducted through Govt./Private agency which will be intimated on the NHAI website www.nhai.org.
- (ii) The examination will be conducted in two stages. In the first stage, the written examination will be conducted. Only those who qualify the written examination, will be called for skill test.
- (iii) Canvassing in any form will result in summary rejection of the application of the candidates.
- (iv) Computer will be provided at the examination centre for skill test.
- (v) Incomplete applications will not be entertained.
- (vi) Last date for receipt of application is 15.01.2010.
- (vii) Application may be sent to DGM (HR-II), National Highways Authority of India, G-5 & 6, Sector 10, Dwarka, New Delhi – 110075.

