

V. V. Giri National Labour Institute
Noida

(An Autonomous Body established by Ministry of Labour & Employment Government of India)

File No. Admn.02(03)/2022

Dated: 24th September 2022

Applications are invited from the eligible candidates for 01 post of Steno Assistant Grade-II on Direct Recruitment basis in the Pay Matrix Level-4 (Rs. 25500- 81100) as per the 7th CPC.

Date of Advertisement of vacancy in the Employment News - **24 – 30 September 2022**

Last date received of application - 42 days from the date of advertisement notice. (i.e. **11.11.2022**)



(H. S. Rawat)

Administrative Officer

V. V. Giri National Labour Institute

(An Autonomous Body established by Ministry of Labour & Employment I Government of India)
Sector -24, Noida, District - Gautam Budh Nagar -201301 (U.P.)

File No. Admn.02(03)/2022

Dated: 24th September 2022

CIRCULAR

Subject: Filling up ONE (01) Steno Assistant Grade-II post Level-4, Rs. 25500-81100 in the Pay Matrix as per 7th CPC in the V. V. Giri National Labour Institute, Noida through Direct Recruitment basis - reg.

V. V. Giri National Labour Institute is a premier and the only national level Institute exclusively devoted to the study and training in labour and labour -related issues. Registered as an autonomous Institute of the Ministry of Labour and Employment, Government of India in 1972, the National Labour Institute started functioning in 1974, and it was renamed as V. V. Giri National Labour Institute.

2. The Institute has a succinctly started vision to be "A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relation" In line with this, the Institute's mandate focuses on six major activities (i) research, (ii) training and education, (iii) publications, (iv) library and information system (v) consultancy, and (vi) networking and collaboration

3. The Institute invite applications from the eligible candidates to fill one (01) post of Steno Assistant Grade-II in the Pay Matrix Level-4 (Rs. 25500-81100) as per 7th CPC plus allowances on Direct Recruitment basis as per details contained in **Annexure -I**. Applicants fulfilling the eligibility criteria may apply for this post. **The last date of receiving of filled in applications in all respects is 42 days from the date publication of advertisement in the Employment News** and applications received thereafter on account of whatsoever reasons may be, shall not be entertained and no correspondence in this regards shall be entertained.

4. The application in the prescribed form supporting documents must reach to **Administrative Officer, V. V. Giri National Labour Institute, post box No. -68, Sector-24, Noida, District - Gautam Budh Nagar - 201301(U.P.)**.



5. The vacancy shown in the advertisement are indicative and includes the anticipated vacancies also which may increase or decrease. The Competent Authority of this Institute reserve the right not to alter, fill up all or any of the vacancy or cancel the advertisement at any stage.

This issue with approval of the Competent Authority



(H. S. Rawat)

Administrative Officer

To:

1. Web site in charge to upload this circular in institute website www.vvgnli.gov.in / NCS portal.
2. Shri Ratnakar Jha, Under Secretary (ESA), Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi, Under Secretary (ESA) - for circulation.

Post proposed to be filled up in V. V. Giri National Labour Institute on Direct Recruitment basis:

Sr. No.	Post / Pay Level	No. of Posts	Age and Educational Qualifications
1.	Steno Assistant Grade-II / Level-4 (Rs. 25500-81100) as per 7 th CPC	01	<p><u>Age:</u></p> <p>"Between 18 to 27 years"</p> <p>(Relaxable to Govt. servants/departmental candidates upto 40 years (45 years for SC/ST) with three years continuous service in accordance with the instructions or orders issued by the Central Govt.)</p> <p><u>Note:</u> The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep).</p> <p><u>Educational Qualifications:</u></p> <p>(i) 12th class pass or equivalent from a recognized Board or University</p> <p>(ii) Skill Test Norms</p> <p><u>Dictation:</u> 10 mts @ 80 w.p.m.</p> <p><u>Transcription:</u> 50mts. (Eng.) (on computer) 65mts. (Hindi) (on computer)</p>



(Administrative Officer)

**APPLICATION FORMAT
FOR THE POST OF STENO ASSISTANT GRADE-II
(ON DIRECT RECRUITMENT BASIS)**

Applicant
Photo

1.	Applicant Name (in Block Letter)						
2.	Address with contact no.						
3.	Father Name						
4.	Sex	Male / Female					
5.	Date of Birth (in Christian Era)	-----/-----/-----					
6.	Age as on 11.11.2022	_____ Year _____ Months _____ Days					
7.	Are you a citizen of India	Yes/ No					
8.	Community (GEN/SC/ST/OBC) (Please enclosed certificate)						
9.	Educational qualification (Please enclosed certificate)	S. No.	Qualification	University Board	Total Marks/ Marks Obtained (%)	Year of Passing	Remarks
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
		7.					
10.	Typing/Stenography Speed						

11.	Additional information, if any, which you would like to mention in support of your suitability for the post (this among other things may provide information with regard to (i) additional academic qualification (ii) professional training (iii) work experience, etc. (Note; enclosed separate sheet if required)	
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I have carefully gone through vacancy circular / advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of Candidate

Address with Mobile no.-----

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I -----undertake that in the event of my selection to post of Steno Assistant Grade-II on Direct Recruitment basis in VVG NLI, I will not withdraw my candidature.

Place -----

Signature of Candidate

Date