

RECRUITMENT ADVERTISEMENT FOR THE POST OF STENOGRAPHER IN INDIAN CORPORATE LAW
SERVICE ACADEMY, MINISTRY OF CORPORATE AFFAIRS ON CONTRACT BASIS

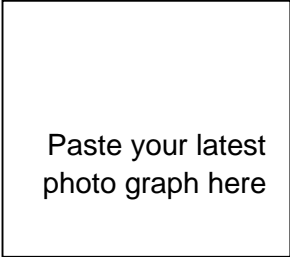
Sl. no	Post	Consolidated fee offered	Qualification	Eligibility criteria	Responsibility
1.	Stenographer	45,000 P.M	Must have Experience of at least 3 years in the field of Stenographer.	He/ She must be a graduate.	<ol style="list-style-type: none">1. Short Hand (Speed of at least 100 wpm), Computer Typing and drafting letters.2. Attending phone calls and fix appointments.3. Checking and replying emails.4. Any other work assigned from time to time.

Instructions:

1. The place of posting of the selected candidates shall be in ICLS Academy, IICA, Plot 6,7,8, Sector 5, IMT Manesar – 122050.
2. Interested candidates may send their CV to recruitment.iclsa2020@gmail.com with subject titled *“Notice for engaging Stenographer in ICLS Academy.”*
3. Interested candidates must submit their CVs along with attached Proforma.
4. The last date of application 24th Jan, 2021 by 5PM.
5. The shortlisted candidates will be personally called/ emailed for interview from the Academy after initial screening of their CV and Proforma. The dates for the interview shall be intimated directly to the candidates as and when it is scheduled.

PROFORMA

(ALL IN CAPITAL)



- 1. NAME :__
- 2. FATHER'S NAME :__
- 3. a) DATE OF BIRTH :__
b) AGE IN YEARS :__
- 4. NATIONALITY :__
- 5. MARITAL STATUS :__
- 6. a) ADDRESS (PERMANENT) :__

CITY: _____ PINCODE: _____

b) ADDRESS FOR COMMUNICATION : _____

CITY: _____ PINCODE: _____

7. CONTACT DETAILS RESIDENCE : _____

OFFICE : _____

MOBILE : _____

E-MAILID: _____

8. PERCENTAGE OF MARKS OBTAINED IN EXAM: _____

(ATTESTED COPY OF MARKSHEET TO BE ATTACHED)

9. LANGUAGES KNOWN

Read _____

Write _____

Speak _____

10. EXPERIENCE IF ANY

: (Starting with the Present Employer. Please indicate career progression within the same institution clearly)

Sr. No	Name of the Organization (Starting with the Present Employer)	From Date	To Date	Posted at	Designation
1					
2					
3					
4					

(Please use separate sheet if required)

I hereby declare that all statements made here in above are true, complete and correct and are not false or misleading.

SIGNATURE : _____

NAME : _____

DATE : _____

PLACE : _____

Note : Please note to paste photograph and attach latest salary slip(if employed).