

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
ISRO TELEMETRY TRACKING & COMMAND NETWORK (ISTRAC)
BANGALORE 560058**

ISTRAC, Bangalore invites application for the post of **HINDI TYPIST** as detailed below:

Post	:	Hindi Typist
No. Of Post	:	One
Pay Band	:	Pay Band Rs.5200-20200 + Grade Pay Rs.2400
Category	:	Unreserved
Essential Qualification	:	Graduate with 60% marks/First class Hindi Typing Speed @ 30 w.p.m Proficiency in the use of Computers (A Diploma of minimum one year duration in Computer Applications is desirable) Knowledge in English Typewriting desirable

General Conditions/Instructions:

1. Only Indian Nationals need apply. The post is open for both men and women candidates.
2. Government strives to have a workforce, which reflects gender balance and woman candidates are encouraged to apply.
3. Maximum Age limit is 26 years as on 24-10-2009. (Relaxation admissible to SC/ST/OBC/PWD/Ex-serviceman as per Government of India rules)
4. Approximate salary at the minimum of the grade as on date is Rs.9910/-
5. The post is temporary but likely to continue indefinitely.
6. Candidates working as regular employees in Government/Semi Government/ Public Sector Undertaking/ Autonomous Organisations or any Organisation, which is aided by the Government, **should apply through proper channel**. In case delay is anticipated in forwarding the application, through proper channel, an advance copy of the application in the prescribed proforma can be sent.
7. Sportsmen/Sportswomen who have participated in any of the recognized sports/events conducted by the competent sports board/federation at National/International/Inter University or honored with National awards in Physical Efficiency Under National Physical Efficiency Drive may also apply and such applications will be given special consideration as per rules applicable. Copies of testimonial/certificates in the regard should also be enclosed along with the applications.

8. Candidates will have to produce the original documents in proof of the details furnished in their application when called for interview, for verification and return.
9. The selected candidates are liable to be posted in any of the Centre/Units of INDIAN SPACE RESEARCH ORGANISATION / DEPARTMENT OF SPACE situated anywhere in India as and when required.
10. Attractive benefits such as free Transport or Conveyance Allowance, subsidized canteen facility and Contributory Health Service Scheme (CHSS), under which consultation / treatment can be availed in recognized leading Hospitals/Nursing Homes in Bangalore etc., LTC, Housing Building Advance etc.
11. As Indian Railways have now introduced the scheme of allowing free travel for the candidates attending interviews for posts in Central Government Service, candidates are advised to avail this concession and attend the interview (after receipt of call letters) accordingly. To and Fro second-class sleeper class Railway fare/Bus fare will be reimbursed only to those candidates who are unable to avail of the above concession and produce a documentary proof to that effect on furnishing the Railway ticket/Ticket Number or Bus tickets.
12. Organization reserves the right not to fill up the post, if it so desires. Applications will be screened in for calling candidates for interview.
13. Only Indian Nationals need apply.
14. Canvassing in any form will be a disqualification.
15. Applications in plain paper (neatly) hand-written or typed in A4 size paper (210mm x 297mm) along with one copy of recent passport size photograph and Photostat copies of certificates/ testimonials should be sent in the following format duly completing all the columns/information as asked for to the **Senior Administrative Officer, ISRO Telemetry & Command Network (ISTRAC), Plot No.12 and 13, Third Main, 2nd Phase, Peenya Industrial Area, Bangalore –560058** within 30 days from the date of publication of advertisement. The application should be sent in a cover superscribing **APPLICATION FOR THE POST OF HINDI TYPIST**.
16. Application without the requisite information asked for in the prescribed format/without signature/without photograph/ without attested copies of the Certificates/mark sheets experience certificates and those received after the due date will not be considered.
17. Application format may also be down loaded through ISRO website <http://www.isro.gov.in>.

FORMAT

1. Post applied for :
2. Advt. No. & Date :
(and name of the newspaper in which appeared)
3. Name in Full (in Block letters) :
4. Age and Date of Birth :
(Age as on 24-10-2009)
5. Nationality :
6. Father's / Husband's Name :
7. Address for correspondence :
(in Block letters)
8. Permanent Address :
9. Nearest Railway Station :
10. Whether SC/ST/OBC/Ex-service/PH) :
(must be supported by Certificate)
11. Educational/Professional qualification (indicating clearly the examinations passed, University/Board, Year and Month of passing, class and percentage of marks and subjects taken starting from SSLC/SSC to final year degree etc.,)

Affix attested Passport size Photograph

Examination Passed	Year and Month of Passing	Name of University/ Institution	Class	Percentage of Marks	Subjects

12. Whether Sportsmen/Sportswomen, :
if so, furnish full details of participation
in National/International events etc.

13. Details of the previous/present employment held, if any including bond obligations, in chronological order starting from present position backwards (indicating the name of the employer with full address post held, salary drawn period of service nature of duties etc.)

Name and address of the Organisation	Post held	Period of Service		Scale of pay, Salary drawn	Nature of duties	State Whether Govt./ quasi-Govt./ Private
		From	To			

14. Have you executed any bond to present :
Employer, if so, please gives details

15. If selected, the minimum time :
required to join the post

16. Do you own a Passport?

If yes, provide the following details:-

1. Passport No.
2. Date of issue
3. Place of issue
4. Validity/Expiry Date

17. Any other information you wish to add including references name and address of two persons who have knowledge about the individual professionally.

18. Have you ever been detained in Police custody? If yes, give complete details of it.

19. Whether you have been convicted by any Court of Law or not? If yes, please give complete details thereto.

20. Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto.

21. Whether applied for any post in ISRO/DOS before (if so details such as name of the Centre, Advertisement No. Name of the Post, Date of interview, Result of interview etc., may be furnished.).

DECLARATION

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected and my employment terminated.

Signature of the Candidate

Place:

Date: