



भारतीय प्रेस परिषद्
PRESS COUNCIL OF INDIA
सूचना भवन, 8 सी.जी.ओ. कॉम्प्लेक्स,
लोधी रोड, नई दिल्ली-110 003
Soochna Bhawan, 8 CGO Complex,
Lodhi Road, New Delhi-110003

No. 4/5/2023-PCI (Admn.)

Dated: 18th May, 2024

VACANCY CIRCULAR

Applications are invited from eligible Indian citizens to fill up the vacancies for the following posts in Press Council of India whose details are as under:-

Sl. No.	Name of Post	Pay scale	Vacancies					
			Total	UR	OBC	SC	ST	EWS
1.	Stenographer Grade 'D'	Level 4 as per 7 th CPC	01	0	01	0	0	0

2. EDUCATIONAL QUALIFICATIONS

Must have passed 12th Standard or equivalent from a recognized Board or University.

Note. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise qualified.

3. AGE LIMIT:

Stenographer Grade 'D': 18 to 27 years as on the closing date of receipt of applications.

Note: 1 Relaxations are permissible as per the extant provisions of Government of India.

Note: 2 The crucial date of age limit is reckoned with reference to the closing date of application. Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate only, will be accepted by the Council for determining the Age eligibility and no subsequent request for its change will be considered or granted.

4. Fees: Fee of Rs 100/- (Rs. One hundred only) is payable. SC/ST and Women candidates are exempted from payment of fee. The candidate may make the payment through the following modes:

- Cash (To be deposited with Cashier, PCI)
- Demand Draft in favour of Secretary, Press Council of India
- Cheque in favour of Secretary, Press Council of India.

Tel. : 24366745-46-47-49 / 24366403-04-05-25 विस्तार Extn. 301 फैक्स Fax : 011-24368723

ई-मेल E-mail : so.admin@pci.nic.in वेबसाइट Website : www.presscouncil.nic.in



(iv) Online payment: The candidate can make online payment directly to PCI in its bank account as per the details below and **a copy of payment receipt (UTR no.) is mandatory to be provided alongwith the application form.**

PROFORMA FOR BANK DETAILS

S.NO.	PARTICULARS	REMARKS
1.	NAME OF BENEFICIARY	PRESS COUNCIL OF INDIA
2.	DESTINATION BANK'S NAME AND BRANCH	STATE BANK OF INDIA SCOPE COMPLEX DELHI, GROUND FLOOR, CORE 6 SCOPE COMPLEX, LODHI ROAD, DELHI- 110003.
3.	ACCOUNT NUMBER	52142907714
4.	BRANCH'S IFSC CODE	SBIN0020511
5.	BENEFICIARY'S ADDRESS	SOOCHNA BHAWAN, 3 rd FLOOR, 8-CGO COMPLEX, LODHI ROAD, NEW DELHI

5. Scheme of Examination:

OBJECTIVE TYPE (200 Questions)

Part	Paper	Total Questions	Total Marks	Duration
I	General Intelligence and Reasoning	50	50	2 Hours
II	General Awareness	50	50	
III	English Language & Comprehension	100	100	

- Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English & Hindi only.
- There will be negative marking of 0.25 marks for each wrong answer. Candidates are therefore, advised to keep this in mind while answering the questions.
- There shall be no provision for re-evaluation/re checking in the Examination. No correspondence in this regard shall be entertained.

Skill Test in Stenography

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Council will only be called for the Skill Test. Council may also prescribe qualifying marks in each part of Examination. **The skill test will be of qualifying nature** and the Council will fix the qualifying standards in the skill test.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. for the post of Stenographer Grade D. The matter will have to be transcribed. The transcription time is as follows:-



6. Indicative Syllabus for Examination:

(1) Written Examination

General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

English Language & Comprehension: In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

7. Resolution of Tie Cases:

In case where more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods one after another:

- i. Marks in Part- I (i.e., Objective type examination)
- ii. Marks in Part- II (i.e., Skill Test)
- iii. Date of birth, with older candidate placed higher.
- iv. Alphabetical order in which names of the candidates appear.

8. General Instructions:

- (i) Before applying, candidates must go through the instructions given in the notice of Examination very carefully.
- (ii) Candidates serving Government/Public Sector Undertaking are required to send their applications through proper channel.
- (iii) Applications which do not meet the criteria given in the advertisement and/or incomplete applications are liable to summarily rejected.



- (iv) Candidates furnishing any particulars that are found to be false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonial, will stand disqualified.
- (v) The number of posts advertised may vary, and the Secretariat of the Council reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
- (vi) All candidates should have fulfilled the minimum eligibility as on the closing date of submission of application.
- (vii) All candidates who are declared qualified by the Council for appearing in the Skill Test (if required) will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Intermediate/Higher Secondary/10+2/Senior Secondary in original as proof of having acquired the minimum educational qualification failing which the candidature of such candidates will be cancelled by the Council.
- (viii) Candidates are not permitted to use Mobile Phone, Calculator, Bluetooth device or any other electronic/electrical device for answering any paper. Candidates must not, therefore, bring Mobile Phone, Calculator or any other electronic/ electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as "use of unfair means" in the Examination and candidature of such candidates will be cancelled forthwith. Such candidates are also liable for debarment upto a period of 3 (three) years.
- (ix) Candidates are advised that skill test in stenography is mandatory and, therefore, those without knowledge of stenography should not apply for the Stenographer Grade D examination.
- (x) Candidates called for written test/skill test shall do so at their own expenses. No TA/DA shall be paid.
- (xi) The eligible and interested persons are required to submit their application in the attached proforma alongwith self-attested copies of the certificates, date of birth, experience, etc. to **the Secretary, Press Council of India, Sochna Bhawan, 8 CGO Complex, Lodhi Road, New Delhi-110 003 within 45 days of publishing the advertisement in the Employment News.** Only such applications as are accompanied by the requisite proforma (Annexure-I) will be considered.



(J. Shailender)
Under Secretary (Admn.)



Application No. _____
(To be filled by the Office)

**BIO-DATA OF APPLICANTS FOR POST OF STENOGRAPHER GRADE (D) IN THE
SECRETARIAT OF THE PRESS COUNCIL OF INDIA**

Latest
Photograph
(Self attested)

To,
The Secretary,
Press Council of India,
Soochna Bhawan, 8, CGO Complex,
Lodhi Road, New Delhi – 110 003

1. Name (in BLOCK letters) :

2. Father's Name :

3. Mother's Name :

4. Gender :

Male

Female

Any other

5. Date of Birth :

6. Age (as on last date) :

7. Nationality :

8. Educational Qualification :

9. Technical Qualification, if :
any.

10. UTR No. of payment receipt :

11. Address
(a) Permanent :

(b) Present :

12. Experience, if any :

13. Contact Details
(a) Mobile :
(b) E-mail :

DECLARATION

I hereby declare that in the event of information or part thereof being found incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice to me and action can be taken against me.

Place:

Date:

Signature of the applicant
