



# INDIAN SPACE RESEARCH ORGANISATION [HEADQUARTERS]

Department of Space, Government of India  
Antariksh Bhavan, New BEL Road, Bangalore -560 094

## RECRUITMENT OF HINDI TYPIST

ISRO HEADQUARTERS, Bangalore invites application for the posts of Hindi Typist in the pay band of ₹.5200-20200 with grade pay of ₹.2400/- for posting at various DOS/ISRO Centres/Units, located in Bangalore, as under:-

Sl. No	Centre/Unit	No. of vacancies	Reservation Status	Educational Qualification(s)
01	DOS Secretariat, Bangalore	02	UR-1; OBC-1	<ul style="list-style-type: none"><li>• Graduation in Arts/Science/Commerce/ Management/ Computer Applications with First class as declared by the University.</li><li>• Candidates should have studied Hindi as one of the subjects at Matriculation/Degree level or passed either of these examinations in Hindi medium.</li><li>•Hindi typing speed @ 25 w.p.m on computer</li><li>•Knowledge in the use of Computers</li><li>•Knowledge in English typewriting (desirable qualification)</li></ul>
02	ISRO Headquarters, Bangalore	02	UR-1; OBC-1	
03	Liquid Propulsion Systems Centre, Bangalore	01	UR-1	
UR – Un-reserved ; OBC – Other Backward Class. One vacancy is reserved for PWD - Hearing Handicapped [HH]				

**Age limit: 26 years as on 02.11.2012** (29 years for OBC candidates). Ex-Servicemen, Persons with Disabilities, Departmental candidates, Meritorious sportspersons, Widows, Divorced women and women judicially separated from their husbands and who are not remarried are eligible for age relaxation as per Govt. of India orders.

**How to apply:** The advertisement alongwith application format will be hosted in the ISRO website @ [www.isro.gov.in](http://www.isro.gov.in) between 11.10.2012 and 02.11.2012. Interested candidates who fulfill the above eligibility criteria may visit ISRO website @ [www.isro.gov.in](http://www.isro.gov.in) and download the application format. The duly filled in application, affixing a recent passport size colour photograph at the place provided in the application, alongwith attested copies of all certificates/testimonials may be sent to Sr Administrative Officer (ICRB), ISRO Headquarters, Antariksh Bhavan, New BEL Road, Bangalore- 560 094 superscribing on the envelop "Application for the post of Hindi Typist" on or before 07.11.2012. Applications received after 07.11.2012 will not be considered for any reasons. Those who are already in employment under Central/State Government/Public Sector Undertaking/Autonomous Bodies should apply through proper channel.

**Selection process:** The qualification prescribed is the minimum requirement and possession of the same does not automatically make candidates eligible for written test. Based on Bio-data initial screening will be done to short list the candidates for written test. Candidates short listed based on written test/skill test will be called for interview.

**General Conditions:** The posts are temporary but likely to continue • The number of posts indicated above are provisional and may vary depending on the actual requirement • Gross emoluments at the minimum of the Pay Band is ₹16300/- excluding allowances like HRA, Transport Allowance etc., • The appointees are liable to be posted in any of the Centres/Units of DOS/ISRO • The candidates called for Written test/Skill Test/Interview will have to produce all relevant original documents in proof of details furnished in the application • ISRO reserves the right not to fill up all or any of the post, if so desires • Only Indian Nationals need apply • No interim correspondence will be entertained • Those candidates who are called for interview will be paid to and fro TA subject to production of proof. • **Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

### APPLICATION FOR THE POST OF HINDI TYPIST

Affix your  
latest attested  
passport size  
photograph

1	Name in full (in Block letters)																	
2	Date of Birth	<table> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Date</td><td>Month</td><td>Year</td><td colspan="5"></td> </tr> </table>									Date	Month	Year					
Date	Month	Year																
3	Nationality																	
4	Father/Spouse Name																	
5	Address for correspondence [in Block letters]																	
6	Permanent address [in Block letters]																	
7	Whether SC / ST /OBC / Ex-Servicemen / PWD / Sportsperson / Departmental candidate / Widow/ Divorced women and women judicially separated from their husbands and who are not remarried	Yes / No (Please specify)																

8	Educational qualifications				
	Exam passed	Board/University	Year of Passing	Class & percentage of marks	Subjects studied
	SSLC/SSC/Matriculation/ 10th Std.				
	Pre-University/ Intermediate/12th Std.				
	Degree [BA/BSc/B.Com/BBM/BCA] [Please specify]				
	Any other Exam passed [please specify]				
9	Have you studied Hindi as one of the subjects at Matriculation/Degree level or passed either of these examinations in Hindi medium				Yes/No [Please specify]
10	Do you possess Hindi typing speed @ 25 w.p.m. on computer				Yes/No
11	Do you have knowledge in the use of Computers				Yes/No
12	Do you possess knowledge in English typewriting				Yes/No
13	Telephone No.				
14	Email ID				
15	Details of the previous/present employment held, if any				
	Name of the Organisation/ Office/ Company/firm with full postal address and status of the Organisation/Company	Designation/ Post	Period of employment		Scale of pay and Salary drawn
			From	To	

**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 and misrepresent the facts, my candidature will be summarily rejected and my employment terminated.

Place :

Date :

(Signature of the Candidate)