POPULATION RESEARCH CENTRE

An Establishment of the Ministry of Health & Family Welfare, Govt. of India

JSS INSTITUTE OF ECONOMIC RESEARCH

Vidyagiri, Dharwad – 580 004 (Karnataka), Ph. (0836)2468353

Chairman: Dr. D. Veerendra Heggade

WANTED

Applications are invited from the qualified candidates for the following post

Stenographer: 1 Post (Contractual)

a. Qualification: She/He must have passed,

a) PUC or possess an equivalent qualification: **and**

b) Senior Typewriting & senior shorthand Examination in Kannada & English conducted by the Karnataka Secondary Education Examination Board or possess an equivalent qualification: **or**

c) Diploma in Commercial practice with Kannada & English typewriting and Kannada & English Shorthand or possess an equivalent qualification.

d) Knowledge of Computer Applications is essential.

b. Pay: Consolidated Rs.58,086 /- per month (as per existing KCSR 7th pay scale)

c. Age limit: As per K C S Rules

1. **This post is purely on a contract basis for a period of 3 (three) years.**
2. **Reading & Writing knowledge of Kannada & English is essential.**
3. **Selection procedure is at the discretion of competent authority.**
4. **Applications sent through Email /Online applications will not be accepted.**
5. **Only short-listed candidates will be called for a personal interview.**
6. **Preference will be given to experienced people.**
7. **Eligible candidates may apply in the PRESCRIBED APPLICATION given below, along with necessary testimonials to The Director of the above-named Institute.**

Last Date for Receipt of Application: 30/11/2026

Dr. Jyoti S. Hallad
Director
PRC/JSS IER, Dharwad

Dr. Ajith Prasad
Secretary
Janata Shikshana Samiti, Dharwad

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Application for the post of Stenographer (Contractual)

1	**Name of the Candidate** **Postal Address with Pin Code (For Communication)** **Email ID** **Cell Number**	_____ _____ _____ _____ _____**Pin:** _____ _____ _____
2	**Date of Birth & Age (in completed years)**	Date of Birth: _____ Age in completed years: _____
3	**Caste/Category**	_____ (Attach self-attested certificate)

4. Educational Qualifications: (SELF ATTESTED MARKS CARDS SHOULD BE ATTACHED)

Qualification	Percentage of marks/Grades obtained	Year of passing	Board/ University	Marks Cards Enclosed
S.S.L.C.				**Y / N**
PUC				**Y / N**
Degree/Diploma _____				**Y / N**
Any other _____				**Y / N**

5. Completed Senior Type writing/Diploma in Commercial Practice (Attach certificates)

English ----- Yes / No
Kannada ----Yes / No

Completed Senior Shorthand/Diploma in Commercial Practice:

English ----- Ye s/ No
Kannada ----Yes / No

Computer Applications known :_____

6. Work Experience: Total years of experience _____Years and _____Months
(Copy of Experience Certificate should be attached)

Name of the Organization	Position held	Nature of work	Date (From)	Date (To)	Duration (Years and Months)	Certificate Enclosed
						Y / N
						Y / N
						Y / N
						Y / N

7. Are you currently employed? YES/NO

I certify that the above-mentioned information is correct to the best of my knowledge, and I do hereby agree with the rules and conditions mentioned in the advertisement.

Place:
Date: **Signature of the Applicant**

Name ( )