

**National Capital Region Planning Board**  
(A Statutory Body under Ministry of Housing & Urban Affairs, Govt. of India)  
1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003

File No. Y-11011/1/2025 (E-9188951)

National Capital Region Planning Board (NCRPB) invites applications in the prescribed format for the following post for its office located in New Delhi, as per details given below:-

S.No.	Name of Post.	No. of Posts / Category.	Method of Recruitment.	Scale of pay as per RRs.
1.	Stenographer Grade 'C'	01 (one post) SC-01	Direct Recruitment.	Level-7 (₹ 44,900-1,42,400) (Revised as per 7 <sup>th</sup> CPC)
2.	Stenographer Grade 'D'	03 (three posts) 1 <sup>st</sup> SC-01 2 <sup>nd</sup> ST-01* 3 <sup>rd</sup> OBC-01* * These vacancies are consequential likely to be vacant in near future.	Direct Recruitment.	Level-4 (₹ 25,500-81,100) (Revised as per 7 <sup>th</sup> CPC)
3.	Multi-Tasking Staff (MTS)	04 (four posts) SC -01 ST -01 OBC (NCL) -02	Direct Recruitment.	Level-1 (₹ 18000-56900)

Detailed eligibility criteria, condition and standard format of application of the above posts are as under:-

**1. STENOGRAPHER GRADE C:**

1.	Name of Post	<b>Stenographer Grade 'C'</b>
2.	Scale of pay	Level-7 (₹ 44,900-1,42,400) (Revised as per 7 <sup>th</sup> CPC)
3.	Age limit for direct recruits.	Not exceeding 28 years.

4.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Graduation with a speed of 120 W.P.M. in Shorthand and 40 W.P.M. in typing in English and/or 100 W.P.M. in Hindi Shorthand and 35 W.P.M. in Hindi Typing and Diploma in computer applications. <b>Preferential:</b> Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.
5.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
6.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
7.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment.  Possessing minimum qualification of Graduation and speed of 120 W.P.M. in shorthand and 40 W.P.M. in typing and on the basis of competitive tests in General English/ General Knowledge and shorthand/ typing, age not exceeding 28 years. Age may be relaxed in respect of internal candidates. Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.

## **2. STENOGRAPHER GRADE D**

1.	Name of Post	<b>Stenographer Grade 'D'</b>
2.	Scale of pay	Level-4 (₹ 25,500-81,100) (Revised as per 7 <sup>th</sup> CPC)
3.	Age limit for direct recruits.	Not exceeding 28 years.
4.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications.  <b>Preferential:</b> Preference will be given to candidates having good speed in Hindi shorthand and typing also.
5.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
6.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer &	Direct Recruitment.  Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test.

	percentage of the vacancies to be filled by various methods.	
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### 3. **Multi-Tasking Staff (MTS).**

1.	Name of Post	<b>Multi-Tasking Staff (MTS).</b>
2.	Scale of pay	Level-1 (₹ 18000-56900) as per 7 <sup>th</sup> CPC
3.	Age limit	Between 18 and 27 years of age.  (Relaxable for the departmental candidates upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time in this regard).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangi Sub-Division of Himachal Pradesh and the Union territories of Ladakh, Andaman and Nicobar Islands and Lakshadweep.
5.	Classification.	Equivalent to Group 'C' post to the Government of India.
4.	Educational and other qualifications	10 <sup>th</sup> class pass from a recognised Board.
5.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	By Direct Recruitment

### 4. **GENERAL TERMS & CONDITIONS:-**

1. Application in the prescribed format should be neatly typed out in A-4 size paper or hand written and should also be signed.
2. The last date for receipt of applications is 30 days from the date of publication in Employment News.

3. The Cut-off date for post qualification and maximum age is 30 days from the date of publication in Employment News.
4. Application received after the due date /found to be incomplete in any manner or not submitted in the prescribed format will not be entertained and summarily rejected without assigning any reasons.
5. Selection will be made on the basis of Written Examination in addition to the Skill Test, wherever applicable under the rules. The written examination will be objective type questions in general intelligence, reasoning, general awareness and quantitative aptitude etc.
6. Candidates already employed in Central/State Govt. Offices/PSU/Autonomous Bodies/Statutory Bodies etc. should submit their application through proper channel and shall submit NOC from their present employer failing which they will not be allowed to appear in the written examination.
7. Age relaxation for reserved categories shall be as per Government of India guidelines.
8. Date, time and place of written examination / skill test will be intimated in due course on Board's website <https://ncrpb.nic.in>.
9. For written examination, it is mandatory to carry intimation letter/written examination letter, two passport size recent colour photographs (the photograph should be similar to the one as pasted on the application) and Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate one ID proof issued by government.
10. Candidates seeking reservation benefits available for SCs/ STs/ OBCs (NCL)/ EWSs/ ESMs/PwBDs must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
11. No TA/DA shall be paid to candidates for attending written examination and skill test.
12. The list of candidates short-listed for written examination and skill test will be uploaded on the NCRPB's website <https://ncrpb.nic.in> and also will be informed by post to the candidates. The Board will not be responsible for any postal delay.
13. The Board reserved the right not to fill up the post/posts without assigning any reasons. The recruitment process can be cancelled/suspended/postponed at any stage without assigning any specific reasons. The decision of the NCRPB will be final and no (NO) appeal will be entertained.
14. The decision of the NCR Planning Board in respect of selection shall be final and no (NO) correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
15. Application duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc., along with a Crossed IPO/ Demand Draft payable at New Delhi for Rs.100/- (Rs. One Hundred only) drawn in favour of NCR Planning Board as Application Fee should reach the Member Secretary, NCR Planning Board, 1st Floor, Core-

4B, India Habitat Centre, Lodhi Road, New Delhi-110003. The Application fee can also be paid online to National Capital Region Planning Board, **Bank Account No. 53048557394 IFSC-SBIN0030203, State Bank of India, SME Branch, Connaught Circus, New Delhi.**

16. Fee once paid shall not be refunded under any circumstances neither it will be adjusted against any other examination or selection.
17. Women candidates and candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs), Persons with Benchmark Disabilities (PwBDs) and Ex-servicemen (ESM) are exempted from payment of application fee.
18. Recruitment Rules for the posts of Stenographer Grade 'C', Stenographer Grade 'D' and Multi-Tasking Staff (MTS) are enclosed.

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## Application Format

paste your recent  
passport size  
photograph  
without cap &  
goggles/coloured  
glasses

Application for the post of \_\_\_\_\_

1.	Name in full (in Block letters)			
2.	Father's name			
3.	(a) Date of Birth	<b>Date</b>	<b>Month</b>	<b>Year</b>
	(b) Age as on closing date			
4.	Nationality			
5.	Religion			
6.	Contact Mobile / E-mail Address	<b>Mobile:</b>		
		<b>Email:</b>		
7.	Category (SCs/STs/OBCs (NCL)/EWSs/PwBDs/General			
8.	Address for correspondence (in block letters with pin code)			
9.	Permanent Address (in block letters)			

### 10. Educational Qualifications:

S.No.	Name of the Examination	Board/University	Year of Passing	Division/Class


11. Experience, if any

S.No	Name of the organisation	Period		Post	Salary/Pay Level	Nature of Duty
		From	To			

12.	Details of payment of application fees DD/IPO/Online Mode/Exempt	
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**Declaration:**

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted, If at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

(Name & Signature of the candidate)

Date : \_\_\_\_\_

Place : \_\_\_\_\_

11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Skill test will be conducted before the interview for selection to the post.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	---
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.

**Stenographer Grade 'C'**

Name of Post		Stenographer Grade 'C'
2.	No. of Posts	Six.
3.	Classification	---
4.	Scale of pay	Rs. 5500-175-9000 (Fifth CPC). Pay scale as applicable to Central Government employees (reference D.OPT/OM No. 2/1/90-CS.IV, dated 31 <sup>st</sup> July, 1990 copy enclosed at Annexure-F. This has been adopted in pursuance of the NCRPB Regulations 1986 vide Notification No. C-11031/1/86-NCRPB, dated 3-3-1986, under Regulation 3 under the heading 'Salaries and allowances of officers and employees'. The pay and all other allowances, except House Rent Allowance of officers and employees of the Board shall be the same as those prescribed by the Central Government for its employees of similar status (copy enclosed at Annexure D).
5.	Whether Selection Post or non-Selection post.	Selection post for Departmental Competitive Test.
6.	Whether benefit of added years of service admissible under sub-rule 130 of the C.G.S. (Pension Rules), 1972.	---
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Graduation with a speed of 120 W.P.M. in Shorthand and 40 W.P.M. in typing in English and/or 100 W.P.M. in Hindi Shorthand and 35 W.P.M. in Hindi Typing



		and Diploma in computer applications. <b>Preferential:</b> Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	(i) 75% by promotion through non-selection method from amongst departmental Stenographers Grade 'D' who have rendered 5 years service on the basis of seniority subject to the rejection of unfit and on the recommendations of the DPC. It would be essential for all candidates to attend the requisite speed for Hindi and English typing and shorthand as given at Sr. No. 8 above during the skill test. (ii) 25% by direct recruitment from amongst candidates possessing minimum qualification of Graduation and speed of 120 W.P.M. in shorthand and 40 W.P.M. in typing and on the basis of competitive tests in General English/ General Knowledge and shorthand/ typing, age not exceeding 28 years. Age may be relaxed in respect of internal candidates. Preference will be given to candidates having requisite speed both in Hindi and English shorthand and typing. Since there is no promotion for Stenographers Grade 'C' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97/-Estt. (D), dated 9 <sup>th</sup> August, 1999.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	From amongst internal Stenographers Grade 'D' who have rendered five years service on the basis of the seniority.
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.

**Stenographer Grade 'D'**

1.	Name of Post	<b>Stenographer Grade 'D'</b>
2.	No. of Posts	Seven.
3.	Classification	---
4.	Scale of pay	Rs. 4000-100-6000 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection- direct induction.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.	Not applicable.
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications. <b>Preferential:</b> Preference will be given to candidates having good speed in Hindi shorthand and typing also.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test and interview. Since there is no promotion for Stenographers Grade 'D' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT, O.M. No. 35034/97/-Estt. (D), dated 9 <sup>th</sup> August, 1999.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Direct Recruitment basis.



13.	If a DPC exists what is its composition	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.
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**Staff Car Driver**

1.	Name of Post	<b>Staff Car Driver</b>
2.	No. of Posts.	Four.
3.	Classification	---
4.	Scale of pay	Rs. 3050-75-3950-80-4590 (Fifth CPC).
5.	Whether Selection Post or non-Selection post.	Selection post- direct induction.
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules), 1972.	---
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<b>Essential:</b> Sr. Secondary school passed from a recognized school and valid driving licence of light vehicles with at least two years experience of driving, vehicles in a Government / Semi-Government/Public Sector Undertakings/autonomous bodies. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles.) <b>Desirable:</b> Preference would be given to graduate candidates in any subject.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates, i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	Direct Recruitment. Internal candidates having the requisite qualifications, experience and possessing valid driving licence for LMV will also be eligible to apply. Selection will be made on the basis of skill test and interview.

दशा में लागू होगी या नहीं।			प्रतिनियुक्ति / आमेलन किया जाएगा।		
(8)	(9)	(10)	(11)	(12)	(13)
लागू नहीं होता।	दो वर्ष।  टिप्पण: सक्षम प्राधिकारी द्वारा विहित परीक्षा को सफलतापूर्वक पूरा करने के लिए कम से कम दो सप्ताह की अवधि का प्रवेश प्रशिक्षण अनिवार्य होगा।	सीधी भर्ती द्वारा।	लागू नहीं होता।	समूह 'ग' विभागीय पुष्टि समिति (पुष्टि पर विचार करने के लिए) जिसमें निम्नलिखित होंगे:- 1.निदेशक (प्रशासन और वित्त) - अध्यक्ष; 2.वित्त और लेखा अधिकारी - सदस्य; 3.उप निदेशक (प्रशासन) - सदस्य; और 4.अनुसूचित जातियों या अनुसूचित जनजातियों का प्रतिनिधि - सदस्य।	लागू नहीं होता।

अर्चना अग्रवाल, सदस्य सचिव

[विज्ञापन-III/4/असा./945/2024-25]

**NATIONAL CAPITAL REGION PLANNING BOARD  
NOTIFICATION**

New Delhi, the 30th January, 2025

**F. No.Y-11011/11/2022 (9140296).**—In exercise of the powers conferred by section 37 of the National Capital Region Planning Board Act, 1985 (2 of 1985) and in supersession of the National Capital Region Planning Board Recruitment and Promotion Rules, 2006, in so far as they relate to the post of Junior Assistant, except as respects things done or omitted to be done before such supersession, the National Capital Region Planning Board, with the previous approval of the Central Government, hereby makes the following regulations regulating the method of recruitment to the post of Multi-Tasking Staff in the National Capital Region Planning Board, namely:-

1. Short title and commencement. – 1.These regulations may be called the National Capital Region Planning Board, Multi-Tasking Staff (Group 'C' Post)Recruitment Regulations, 2024.

2. They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification and level in pay matrix.-The number of the said post, its classification and level in the pay matrix attached thereto shall be as specified in column (2) to (4) of the Schedule annexed to these regulations.
3. Method of recruitment, age-limit, qualifications, etc.- The Method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in column (5) to (13) of the said Schedule.
4. Disqualification. - No Person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt such person from the operation of this rule.

5. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons.

6. Saving. - Nothing in these regulations shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

#### SCHEDULE

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.	Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Multi-Tasking Staff.	07* (2024) * Subject to variation dependent on workload.	Equivalent to Group 'C' post to the Government of India.	Level-1 (₹ 18000-56900) in the pay matrix.	Not applicable.	Between 18 and 27 years of age.  (Relaxable for the departmental candidates upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time in this regard).	10 <sup>th</sup> class pass from a recognised Board.
					<b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed	



					for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangi Sub-Division of Himachal Pradesh and the Union territories of Ladakh, Andaman and Nicobar Islands and Lakshadweep.	
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or by deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	
(8)	(9)	(10)	(11)	(12)	(13)	
Not applicable.	Two years. <b>Note:</b> There shall be mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the competent authority.	By direct recruitment.	Not applicable.	Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:-  1. Director (Administration and Finance) – Chairperson; 2. Finance and Accounts Officer – Member; 3. Deputy Director (Administration) -Member; and 4. One representative from Scheduled Castes or Scheduled Tribes - Member.	Not applicable.	

ARCHANA AGRAWAL, Member Secy.

[ADVT.-III/4/Exty./945/2024-25]