

The West Bengal National University of Juridical Sciences

"Dr. Ambedkar Bhavan" 12, LB Block, Sector III, Salt Lake City, Kolkata – 700106

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Adv No.: NUJS/Reg/NT/ADV/2/2026

Date: 02.09.2026

ADVERTISEMENT FOR ENGAGEMENT OF STENOGRAPHER (CONTRACTUAL)

The West Bengal National University of Juridical Sciences (WBNUJS), Kolkata invites applications from eligible candidate for engagement to the post of Stenographer on a contractual basis.

1. Name of the Post

Stenographer on a contractual basis- 1 post

2. Tenure of Engagement

The appointment shall initially be for a period of one year, which may be extended for a further period based on the candidate's satisfactory performance and the requirements of the University.

3. Essential Qualification

1. A Bachelor's Degree in any discipline from a recognized University/Institute.
2. Proficiency in Stenography in English with a minimum speed of 80 words per minute (w.p.m.).
3. Proficiency in Typing in English with a minimum speed of 35 w.p.m. (English).
4. Knowledge of Computer Applications.

Desirable Qualification

- Proficiency in English and good communication skills.

Skill Test Norms on computer

- Dictation: 10 minutes @ 80 w.p.m.
- Transcription: 50 minutes (English)

4. Age and Experience

The maximum age shall be 35 years, along with 1 to 3 years of relevant experience in stenography and office administration.

Retired employees from the High Court, Universities, Government Departments, or other reputed institutions possessing the requisite stenographic skills may be given preference. The maximum age for such candidates shall be 65 years.

6. Remuneration

Consolidated Salary of Rs. 45,000/- (Rupees Forty-Five Thousand only) per month.

Medical benefits shall be admissible as per the University Rules.

7. Selection Process

The selection process shall comprise:

Skill Test – 70% weightage

Personal Interview – 30% weightage

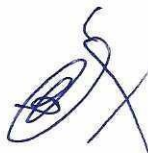
8. How to Apply

Interested candidates are required to submit the duly filled-in application form along with self-attested copies of Educational qualification certificates, Experience certificates and Any other relevant supporting documents.

The completed application should reach: The Registrar, The West Bengal National University of Juridical Sciences (WBNUJS), 12, LB Block, Sector III, Salt Lake City, Kolkata – 700106 on or before 24-09-2026.

9. General Instructions

1. The University reserves the right to withdraw, cancel, modify, or postpone the recruitment process at any stage without assigning any reason.
2. Mere fulfilment of the prescribed eligibility criteria shall not entitle a candidate to be called for the Skill Test and/or Interview.
3. No TA/DA shall be paid for attending the Written Test and/or Interview.



4. The Skill Test and Interview shall be held at the University campus in Kolkata. The schedule will be notified to the shortlisted candidates separately.
5. the engagement shall be purely on a contractual basis and shall not confer any claim for regular appointment.
6. The decision of the University in all matters relating to the recruitment process shall be final.



Registrar