

PUBLIC RELATIONS DEPARTMENT, CHANDIGARH ADMINISTRATION

PUBLIC APPOINTMENT

Applications in the prescribed format are invited from the eligible candidates for filling up the following post on regular basis in the Department of Public Relations, Chandigarh Administration, the details of which are as below:-

Name of the Department	Department of Public Relations, U.T., Secretariat Building, ground floor, Sector 9, Chandigarh. Phone No. 0172-2740056
1. Name of the Post	Driver (on regular basis)
2. No. of posts	One (01)
3. Category of post	OBC
4. Pay and allowances	Rs. 5910-20200+2400 G.P. The pay will be given as fixed emoluments equal to the approved D.C. Rates i.e. Rs. 16,695/-per month during three years' probation period including extended probation period, if so. It shall not include any Grade Pay, Annual increment or any other allowance, except the travelling allowance admissible to the post in terms of Govt. of Punjab, Department of Finance letter No. 7/204/2012-4FP1/66 dated 15.01.2015 duly adopted by the Chandigarh Administration vide letter No. 28/70-IH(7)-2015/14387 dated 10.7.2015 read with Punjab Government letter No. 7/204/2012-4F.P.1/1049 dated 21.12.2015 forwarded by the Department of Personnel, Chandigarh Administration vide letter No. 28/70-IH(7)-2016/1175 dated 18.01.2016).
5. Age (as on 01.01.2018)	Between 20 years to 37 years. Relaxation of 3 years for OBC candidates i.e. upto 40 years.
6. Nationality	Indian
7. Essential and other Qualification	(i) Matriculate from a recognized Board/Institution. (ii) Valid Driving License of Transport Vehicle. (iii) One year's experience of driving a Transport vehicle.

Note:-

- a) The benefit of reservation to OBC candidates shall be given only to the caste(s) notified as 'OBC' in U.T., Chandigarh.
- b) The dates of Driving test will be conveyed later on.
- c) No TA/DA will be given.
- d) The candidate will apply for the said post in the prescribed format alongwith (i) latest passport size self attested photograph, (ii) oneself addressed envelopes (size 23 x10 cm) with postage stamps of Rs. 30/- affixed thereupon.

The last date for the submission of application form in the office of Department of Public Relations, U.T., Secretariat Building, Sector 9, Chandigarh is **23/03/2018 till 5:00 pm**. The Advertisement, terms and conditions of appointment, and application format can be downloaded from the website of the Department i.e. www.chdpr.gov.in.

Sd/-
Director Public Relations,
Chandigarh Administration

SELECTION CRITERIA

Sr.No.	Particulars	Maximum Marks
1.	Driving Test*	25
2.	Essential Educational Qualification i.e. Matric	05
3.	Driving Experience	20
Total		50

*(The department will consider only those candidates who will get 20 marks out of 25 in the driving test for preparing the merit list for filling up the one post of Driver).

TERMS AND CONDITIONS OF APPOINTMENT:

1. That his/her appointment is against a temporary post which is likely to be continue;
2. That his/her services are terminable on one month's notice on either side or he/she will have to deposit pay for the period failing short of one month's notice period;
3. That the appointing authority, however, reserves the right of terminating the services forthwith or before the expiry of the stipulated period of notice by making payment of sum equivalent to the pay and allowances for the period of notice of the un-expired portion thereof;
4. That in case of misconduct, inefficiency or any other serious contravention, the services are liable to be terminated without any notice;
5. That he/she will be governed by the Punjab Civil Services Conduct Rules, 1966 as applicable to the employees of the Chandigarh administration;
6. That he/she will be governed by the Leave Rule of the Chandigarh Administration as are applicable to the employees of Chandigarh Administration;
7. That he/she will be governed under the New Defined Contributory Pension Scheme as applicable to the employees of Chandigarh Administration as per instructions issued by the Finance department, Chandigarh administration vide letter No. 670-UT-FII(12)-2004/2610 dated 4.5.2004 and subsequent instructions issued by the Chandigarh Administration in this regard from time to time;
8. That he/she will be on probation for a period of three years from the date of joining which may be extended at the discretion of the Competent Authority;
9. That he/she will be required to take an oath of allegiance to the Constitution of India or make a sole;
10. That he/she will be required to take an oath of allegiance to the Constitution of India or make a sole;
11. That in case he/she is married, he shall have only one living spouse;
12. That his/her character and antecedents shall be got verified by the concerned police authorities within one month's time from the date of his/her joining;
13. That in case, any information/declaration furnished by him/her is proved to be false or if he/she is found to have willfully suppressed any material fact.
14. That he/she will be liable for removal from service or other action, as Competent Authority may deem fit.
15. In direct recruitment, the newly recruited employees will be paid fixed emoluments equal to the approved D.C. Rates per month during three years probation period including extended probation period, if so. It shall not include any Grade Pay, Annual Increment or any other allowance, except the travelling allowance admissible to the post.
16. After completion of probation period successfully, the employee he/she will be entitled for minimum pay in pay band, including Grade Pay and all other allowances.
17. Period of probation, and extension in probation period, if any, will not be counted towards period of service in the time scale.
18. An employee already working under Chandigarh Administration having lien on any post will be entitled to salary of lien post during probation period on new post.

APPLICATION FORMAT

DEPARTMENT OF PUBLIC RELATIONS, CHANDIGARH ADMINISTRATION

APPLICATION FORMAT

Application for the post of : Driver

Recent
passport
size
photograph
self attested

1. Name of the Candidate : _____
(in Block letters)
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on 01.01.2018 : ____ years ____ months ____ days
(self attested copy of age proof enclosed)
5. Category : _____
6. Sex : _____
7. Marital Status : _____
8. Nationality : _____
9. Permanent Address : _____
10. Correspondence Address : _____
11. Mobile No. : _____
12. Driving Licence detail :
a) Issuing Authority : _____
b) D.L. No. : _____
c) Issued date : _____
d) Date of validity : _____

13. Education Qualification :

Examination passed	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	University / Institution

(self attested copies of testimonials enclosed)

14. Driving Experience :
15. Whether any criminal case has ever been registered against you or whether you have ever been convicted for any offence or bound down in any security proceedings. :
16. Have you ever been discharged, removed or dismissed from service of any government/Semi-Government/Board / Corporation? If yes, give details :

Dated _____
Place _____

(Signature of applicant)

DECLARATION BY THE CANDIDATE

I _____ S/o, D/o,W/o _____ solemnly declare that the particular(s)/information(s) given by me in column No. 1 to 16 above are true and correct to the best of my knowledge & belief and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s) / information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment, if so made, be treated as cancelled/terminated and I shall have no claim on the basis thereof at any stage.

Dated _____
Place _____

(Signature of applicant)