

ADVERTISEMENT

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

1.	Name of the Department	Department of Public Relations, U.T. Secretariat Building, Sector – 9, Chandigarh
3.	Name of the Post	Steno-Typist (On contract basis)
3.	No. of Posts	One (1 No.)
4.	Consolidated Salary	Rs.25,600/-. (Shall be revised from time to time in pursuance of revision by Department of Personnel, Chandigarh Administration)
5.	Age	Between 18 years to 25 years
6.	Nationality	Indian
7.	Period of Contract	Initially for a period of 6 months or the regular incumbent joins which ever is earlier. However, the term of the contract shall be extended from time to time as per requirement and good performance;
8.	Essential Qualification	Bachelor's Degree from a recognized University / Institute and proficiency in operation of Computer (word processing and spread sheets and a speed of 80 w.p.m. in stenography (English) and a speed of 20 w.p.m. in transcribing the same.

Note :- No. TA/DA will be given.

The Last date for the submission of application form in the office of Director Public Relations, U.T. Secretariat Building, Ground Floor, Sector – 9, Chandigarh is **19th December, 2014 till 5.00 P.M.** The Advertisement, terms and conditions of appointment, procedure of selection, selection criteria and Application Format can be downloaded from the website of the Department i.e. www.chdpr.gov.in

**Director Public Relations,
Chandigarh Administration.**

(A) SELECTION CRITERIA

Sr. No.	Qualification	Maximum Marks
1.	Stenography Test	90 Marks
2.	Interview	10 Marks
	Total Marks	100 Marks

(B) PROCEDURE OF SELECTION

1. While inviting applications, the candidate will furnish the information in the prescribed format. At this stage no other supporting document will be required.
2. The stenography test will be of 90 marks;
3. All the eligible candidates will be called for stenography test at the speed prescribed under the notified rules or by the appointing authority;
4. One mark will be deducted for each mistake;
5. At the time of appearing in the interview, the candidate will have to furnish self attested copies of the certificates / degrees / proof of date of birth / educational qualification/caste and testimonials etc;
6. Candidates to 03 times of the number of vacancies in each category will be called for interview on the basis of marks obtained in the stenography test as per merit.
7. The interview will be for 10 marks only;
8. The selection list, in order of merit, will be prepared by the committee on the basis of total marks obtained in the stenography test and interview;
9. No weightage will be given to any candidate on account of experience from any Govt. / Body / Institute / Board etc.;
10. Prior to the appointment, the exercise done will be provisional and no one have any right to stake the claim for appointment as such.

(C) TERMS AND CONDITIONS OF APPOINTMENT

1. That the services rendered on contract basis shall not count towards the benefit of pension / gratuity;
2. That the offer of appointment will not count as service and will not bestow upon you any claim for regular appointment and age relaxation against any post in the o/o Director Public Relations, Chandigarh Administration;
3. That no official accommodation shall be provided;
4. That no leave of any kind shall be admissible except Gazetted Holidays. However, one day Casual Leave is admissible per month;
5. The consolidated contractual amount paid to you shall be governed by the guidelines of the Department of Personnel, Chandigarh Administration issued from time to time;
6. That you shall not be eligible for benefit of EPF / GPF etc. etc.
7. That in case, you will be required to take journey in connection with official work, TA/DA shall be paid as admissible to employees of Union Territory, Chandigarh;
8. That the Department reserve the right to dispense with your contractual services at any point of time by giving one month's notice on either side;
9. That you will execute / sign contract on Affidavit with the Department duly attested by the Notary / 1st class Magistrate on the abovesaid terms and conditions;

APPLICATION FOR THE POST OF _____

Paste recent self attested passport size photograph

1. Name of the applicant: _____
(In Block letters)
2. Father's Name: _____
(In Block letters)
3. i) Date of Birth: _____
(In Christian Era)
ii) Age as on 01.01.20__ years __ months __ days
4. Address:
 - (i) Permanent Address: _____

Pin Code _____
 - (ii) Postal Address: _____

Pin Code _____
5. Mobile No./Phone No., If any _____
6. Educational Qualifications :

Sr. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks Obtained

7. Nationality _____
8. Category (SC/OBC/Gen/Ex-Ser) _____
9. Particulars of Demand Draft
Demand Draft No. _____ Dated _____ Amount _____
Name of the Issuing Bank _____

I hereby declare that the information submitted in this application is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited.

Dated _____
Place _____

(Signature of applicant)

Mobile No. _____