Director Social Welfare, Chandigarh Administration
Additional Town Hall Building, 3rd Floor, Sector-17-c, Chandigarh

Applications are invited for filling up the following posts purely on temporary basis, for Social Welfare Department, Chandigarh Administration as under:-

Name of the post	AGE	Qualifications	No of Post	Pay Scale
Clerk	Between 18 to 38 years **(as on 1.1.2013)**.	Bachelor's Degree and proficiency in operation of Computer (Word Processing and spread Sheets) and a speed of 30 words per minute in English Typewriting	One (reserved for OBC* and Physically Handicapped (Locomotor disability or cerebral palsy)	Rs 10300-34800+3200 GP + usual allowance
The selection criteria will consist of following stages for the appointment of Clerk:- 1. Typewriting Test (Qualifying Test) 2. Written Test : 90 marks 3. Interview : 10 marks				
Steno-Typist	Between 18 to 25 years **(as on 1.1.2013)**. (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	Bachelor's Degree and proficiency in operation of Computer (Word Processing and spread Sheets) and a speed of 80 words per minute in stenography (English) and speed of 20 words per minute in transcripting the same.	One (General Category)	Rs 10300-34800+3200 GP + usual allowance
The selection criteria will consist of following stages for the appointment of Steno-Typist:- 1. Stenography Test : 90 marks 2. Interview : 10 marks Total Marks : 100 marks				

*Caste of the Candidates should be included in the State list and Central list of the OBC meant for U.T., Chandigarh.

The applications on the prescribed Proforma duly filled and signed self attested passport size photograph pasted thereon and self attested copies of all relevant testimonials and certificates should reach the undersigned on or before 22.11.2013. Incomplete applications and the applications received after the due date will not be entertained.

PERFORMA

POST APPLIED FOR…….

Recent Photograph

self attested

Name (in Block Letters):

Father's Name (In Block Letters):

Date of Birth (age on 1.1.2013): _____ Year _____ Month _____ Days

Postal Address with contact no. and email address:

Permanent Address:

Disability, if any:

Nationality:

Category (SC/OBC):

EDUCATIONAL INFORMATION: Please give details of your education tract record

S.No	Qualification	Name of the Board/University	Year of passing	% age Marks Scored.

EMPLOYMENT HISTORY: (Give details of the last 3 postings)

Name of Organization	Position held/Designation	Period (from-to)	Address, Phone:, Email:	Job Responsibilities	Last Salary Draw	Reasons for Leaving

DECLARATION:

I certify that the information furnished by me in this application is true and complete. I understand that if information found false or incorrect or detected before or after the employment, I will be liable for termination of my services.

Date: _____

Place:_____

(Signature of the Candidate)