

PUBLIC APPOINTMENT NOTICE

LAW & PROSECUTION DEPARTMENT CHANDIGARH ADMINISTRATION

Applications are invited from the eligible candidates, to fill up, one post of Steno-typist (SC category), on regular basis, in anticipation of vacancy, in the pay scale of Rs.10300-34800+Grade Pay 3200/- (with initial pay Rs.13910/-) plus usual allowances as admissible from time to time under the Relevant Rules/Government Instructions.

Age:- 18 to 30 years (Relaxable for Law & Prosecution Department, Chandigarh Administration candidate up to 40 years and candidates of other Government Departments up to 35 years). The age limit shall be reckoned as on 01.01.2014.

Educational qualification:- The candidate should have Bachelor's Degree on or before the closing date of the applications 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 transcribing the same.

After scrutinizing the applications, the candidates, who are found prima facie eligible, will be required to appear for Stenography test. After the Stenography test, only three candidates, who secured highest marks in the stenography test, shall be called for interview before the Selection Committee, without disclosing their number in the said test. Merit of the candidate shall be assessed on the basis of marks obtained in stenography test + marks awarded in the interview. The date, time and venue of steno-typist test and interview shall be intimated to the candidates concerned through post and information shall also be uploaded on the official website of Chandigarh Administration. Candidates shall have to arrange his/her own typewriter.

Applications on prescribed proforma, complete in all respects, should reach in the office of Legal Remembrancer-cum-Director of Prosecution, Room No. 415, 4th Floor, Deluxe Building, U.T., Secretariat, Sector-9, Chandigarh up to 10.07.2014 till 05.00 P.M, nicely tagged. Self attested Copies of all the testimonials, including SC certificate, issued by the Competent Authority, must be attached with the application. The candidate is also required to attach a demand draft amounting to Rs.200/- in favour of Law & Prosecution Department, UT, Chandigarh, payable at Chandigarh. Incomplete application or the application received after the closing date shall not be entertained. Application should be accompanied by three self addressed envelopes (size 2X10 c.m.) with postage stamp of Rs.25/- affixed thereon. Candidate already serving in Government Department of Chandigarh Administration is required to submit his/her application through his/her Head of the Department.

Legal Remembrancer-cum-
Director of Prosecution,
Chandigarh Administration.

PROFORMA

- 1. Application for the post of : STENO-TYPIST
- 2. Category : SC
- 3. Name : _____
- 4. Father's/Husband's Name : _____
- 5. Date of Birth : _____
- 6. Sex : _____
- 7. Marital Status : _____
- 8. Nationality : _____
- 9. Permanent Address : _____
- 10. Correspondent Address : _____
- 11. Phone No./Mobile No. : _____
- 12. E-mail address, if any : _____
- 13. Educational Qualification : _____

Self Attested
Passport Size
Photograph

Examination passed	Year of passing	Total Marks	Marks obtained	Percentage of marks	University/ Institution

- 14. Whether any criminal case has ever been registered against you or whether you have been ever convicted of any offence by any court in India? : _____
- 15. Have you ever been discharged/ removed or dismissed from service of any Government/Semi-Government / Board / Corporation? If yes, give details. : _____
- 16. Name of the Government Department, if already serving : _____

Signature with Seal of Head of the Department

Date:
Place:

Signature of the candidate

"DECLARATION BY THE CANDIDATE"

I _____ S/o/D/o _____ solemnly declare that the particular(s) / information(s) given by me in Column No. 1 to 14 above is true and correct to the best of my knowledge 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 and my application, including enclosures attached to it contains Page No. 1 (one) to

Date:
Place:

Signature of the candidate