

## PUBLIC APPOINTMENT NOTICE

### LAW & PROSECUTION DEPARTMENT CHANDIGARH ADMINISTRATION

Applications are invited from the eligible candidates, to fill up one post of Clerk (OBC category), against lien basis, in anticipation of vacancy, in the pay scale of Rs.10300-34800+Grade Pay 3200/- (with initial pay Rs.13500/-) plus usual allowances as admissible from time to time under the Relevant Rules/Government Instructions.

**Age:- 18 to 28 years (Relaxable for Law & Prosecution Department, Chandigarh Administration candidate up to 38 years and candidates of other Government Departments up to 33 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 30 words per minute in English typewriting.**

Applications on prescribed proforma, complete in all respects, should reach in the office of Legal Remembrancer-cum-Director of Prosecution, Room No. 415, 4<sup>th</sup> Floor, Deluxe Building, U.T., Secretariat, Sector-9, Chandigarh up to 21.07.2014 till 05.00 P.M, nicely tagged. Self attested Copies of all the testimonials including OBC certificate, issued by the Competent Authority, and caste must be falling in the list issued by the Central Government as well as by the Chandigarh Administration (Backward Class Certificate from any of the candidates, in place of OBC certificate, shall not be entertained in any circumstance). The candidate is also required to attach a demand draft amounting to Rs.500/- in favour of Law & Prosecution Department, UT, Chandigarh, payable at Chandigarh. Incomplete application or the application received after the closing date may 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 is required to submit his/her application through his/her Head of the Department.

After scrutinizing of the applications, the candidates, who are found prima facie eligible, will be called for typing test. The candidate appearing in the typing test will be required to bring his/her own typewriter.

The candidates who will qualify the typing test will, further, be called for written test of 90 marks of two hours. The written test shall be objective type having multiple options. There will be one paper only forming two parts such as A and B. Part A of the paper will be of 70 marks including Mental Ability, logic, reasoning, IT, current affairs, history, politics, etc and another Part B will be of 20 marks relating to proficiency in English, language and grammar. The three candidates who secured highest marks in the written test, without disclosing their numbers in Written Test will be called for interview before the Selection

Committee. The interview shall carry on 10 marks. The merit shall be assessed on the basis of marks obtained in written test + marks awarded in the interview. The date, time and venue of written test, typing 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.

Prior to the declaration of final result, performance in type test, marks obtained in written test, shall not be disclosed.

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

PROFORMA

- 1. Application for the post of : CLERK
- 2. Category : OBC
- 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 Id, 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