

**OFFICE OF THE POST GRADUATE GOVT. COLLEGE, SECTOR-11, CHANDIGARH**

**Applications are invited for the following posts purely on contract basis for the session 2012-13 on the prescribed performa which is available in the college office from 10:00 to 2:00 P.M. free of cost**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Number of Posts</b>	<b>Category</b>	<b>Age (as on 1.1.2012)</b>	<b>Essential Qualification</b>	<b>Date and Time of Interview Test</b>
1.	Steno	01	General	18-25	Graduation, from recognized University Stenography speed - 80 wpm Typing speed 25 wpm & proficiency in operation of computer (word processing & spread sheet)	06.10.2012 at 9:00 a.m.
2.	Clerk	01	General	18-25	Graduation, Typing speed 30 wpm & proficiency in operation of computer (word processing & spread sheet)	06.10.2012 at 9:00 a.m.
3.	Mali/Beldar	02	General	18-25	Middle pass	08.10.2012 at 9:00 a.m.
4.	Peon	01	General	18-25	Middle pass	08.10.2012 at 9:00 a.m.
5.	Lab Attendant	03	02 General 01 OBC	18-25	Middle pass	09.10.2012 at 9:00 a.m.
6.	Waterman	02	General	18-25	Middle pass	09.10.2012 at 9:00 a.m.

**General conditions:-**

1. The duly filled application form along with self-attested copies of testimonials and latest passport size photograph must reach in the office of the undersigned on or before 30.09.2012 upto 1:00 P.M.
2. Prescribed education qualifications are minimum & mere possession of the same does not entitle the candidates to be called for interview. When number of applications received in response to this advertisement are large, selection committee may shortlist number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
3. The persons will be engaged purely on contract basis on a consolidated salary as per the instructions issued by the Personnel Department, Chandigarh Administration for the session 2012-13 or till regular appointments are made whichever is earlier.
4. Application received incomplete in any respect is liable to be rejected straightway and no correspondence shall be entertained in this regard.
5. No separate call letters shall be issued. The candidates who appear for interview shall not be paid any TA / DA.
6. Reservation and relaxation in age for reserved categories candidates will be as per Chandigarh Administration rules.
7. The Candidates are required to bring all original certificates at the time of interview.
8. The number of posts may increase or decrease at the discretion of Chandigarh Administration

Principal  
Post Graduate Govt. College,  
Sector 11, Chandigarh.