

POST GRADUATE GOVERNMENT COLLEGE FOR GIRLS SECTOR-11, CHANDIGARH
www.gcg11.org

Tel. 0172-2740614

Email: principal_gcg@yahoo.com

Applications on the prescribed proforma are invited by **6th September, 2010** from eligible candidates for the three posts of clerks (General Category=2, OBC=1) to be filled up on purely contract basis for the year 2010-11 on a consolidated salary as per the instructions issued by the Personnel Department, Chandigarh Administration or regular person is appointed by the Department whichever is earlier. Type test shall be held on 09.9.2010 at 10.00.A.M.

No separate call letters shall be issued. The candidates, who appear for Test shall not be paid any T.A/D.A

ESSENTIAL QUALIFICATIONS

1. Bachelor Degree from a recognized University.
2. Proficiency in operation of Computer (Word processing and Spread Sheets).
3. English Typewriting **speed of 30 W.P.M. in English Typewriting.**

AGE LIMIT AS ON 1.1.2010

From 18 to 25 years. Relaxation of 3 years will be given to OBC Candidates.

GENERAL CONDITIONS

1. The candidate is required to submit an application in the prescribed application form, available without any cost, from the office of the **undersigned on any working day between 9.30 A.M. to 3.30 P.M.** The duly filled application form along with self attested copies of all testimonials and passport size photograph should reach the office of the undersigned by 6th September 2010.

2. Prescribed educational qualifications are minimum & mere possession of the same does not entitle the candidate to be called for interview. Where number of applications received in response to this advertisement are large, selection committee may restrict number of candidates for interview to a reasonable limit, on the basis of qualifications & experience.

3. Applications received incomplete in any respect are liable to be rejected straightaway and no correspondence shall be entertained in this regard.

Sd/-
Principal,
P.G.Govt. College for Girls,
Sector-11, Chandigarh