

PUBLIC APPOINTMENT

LAW & PROSECUTION DEPARTMENT CHANDIGARH ADMINISTRATION

Application are invited from the eligible candidates to fill up two posts of Steno-Typists, out of which one is reserved for OBC Category and the other for General Category in the pay scale of 10300-34800 + Grade Pay 3200/- (with initial pay 13910/-) plus usual allowances as admissible from time to time under the rules.

Age:- 18 to 25 years for General Category (Relaxable for Departmental candidates up to 40 years) and 3 years relaxable for candidates belonging to OBC category. The age required for the post shall be reckoned as on 01.01.2013.

Educational Qualification:- The candidate should have 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 transcribing the same.

Application on prescribed proforma, complete in all respect should reach the office of Legal Remembrancer-cum-Director of Prosecution, Room No.415, 4th Floor, Deluxe Building, U.T., Secretariat, Sector 9, Chandigarh on or before 25.03.2013. Application should be accompanied by two self addressed envelopes (size 2 X 10 c.m.) with postage stamp of 5/- affixed thereon. Incomplete application and application received after due date will not be entertained.

Eligible candidates will be required to appear for the test/interview before the Committee for the final selection on a date to be conveyed later on.

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

**LAW & PROSECUTION DEPARTMENT
CHANDIGARH ADMINISTRATION**

PERFORMA

1. Application for the post of Steno-Typist
2. Category : _____
3. Name :
4. Father's Name :
5. Date of Birth :
6. Sex :
7. Marital Status :
8. Nationality :
9. Permanent Address :
10. Correspondence Address
11. Educational Qualifications :



Examination passed	Year of Passing	Total Marks.	Marks Obtained	Percentage of marks	University/ Institution

12. Experience, if any :
13. Extra Curricular activities :
14. Whether any criminal case has ever been registered against you or whether you have ever been convicted for any offence or bound down in any security proceedings
15. Have you ever been discharged, removed or dismissed from service of any government/Semi-Government/Board /Corporation? If yes, give details.

Date:
Place:

Signature

“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 15 above are 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.

Date:
Place:

Signature