

## CHANDIGARH ADMINISTRATION

### RECRUITMENT OF CLERKS AND STENO-TYPISTS

**DATE OF PUBLICATION: 13.07.2013.**

**Starting date for filling up of ONLINE APPLICATIONS: 17.7.2013 (Wednesday)**

**Closing date for submission of online applications: 5th August, 2013 till 4:00 P.M.**

**Closing date for deposit of fee: 06.08.2013 till 4:00 P.M.**

Online applications are invited for filling up the 87 posts of Clerks and 07 Steno –Typists on regular basis in various departments of Chandigarh Administration. The interested eligible candidates will have to apply in the prescribed format, which is available at the website [www.recruitment.cdacmohali.in](http://www.recruitment.cdacmohali.in). up to 5th August, 2013 till 4:00 P.M. thereafter, website link will be disabled. The details of the posts are as under:-

Sr. No	Post	Pay Scale	Essential Qualification	No of Posts
1.	Clerk	Rs. 10300-34800 + 3200 Grade Pay (Initial pay Rs.13500/-)	Bachelor's Degree from a recognized university and proficiency in computer (Word processing and Spread Sheets) and a speed of 35 W.P.M. in English Typewriting on the computer (Time allowed – 10 minutes).	87 (including 20 for SC, 23 for OBC, 05 for PH and 04 for EX-Servicemen).
2.	Steno-Typists	Rs. 10300-34800 + 3200 Grade Pay (Initial pay Rs.13500/-) [Starting pay of Steno-Typists shall be fixed by allowing one increment on the initial pay).	Bachelor's Degree and proficiency in computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and a speed of 20 words per minute in transcribing the same on the computer.	07 (including 02 OBC and 01 for EX-Servicemen).

**NOTE: - Number of posts can increase or decrease in both categories.**

#### **TERMS AND CONDITIONS:**

- Age limit: Between 18 years and 25 years as on 1.1.2013 (Relaxable for departmental candidates up to 35 years for appointment and upto 5 years for other Govt. servants in accordance with the instructions of the Govt. of India.), upto 30 years for SC candidates and 28 years for OBC candidates. Upto 35 years for Physically handicapped (General Category), 40 years for Physically handicapped (Scheduled Caste) and 38 years for Physically handicapped (OBC). In case of Ex-servicemen relaxation in age shall be admissible upto 45 years of age (50 years in the case of disabled Defence Services personnel belonging to SC) in accordance with the instruction of Govt. of India.
- Reservation in posts shall be as per the policy/instructions applicable to Chandigarh Administration.
- The candidate must possess the requisite qualification on the last date for submission of application and the candidate applying for more than one post shall have to apply separately, along with necessary fees.
- Application Fee of General Category & Dependants of Ex-Servicemen is Rs 400/- and for SC/ OBC/ PH/ Ex-Servicemen is Rs 200/-
- Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against the candidates.

For other details including detailed advertisement, selection criteria, application form and selection process etc. please visit the <http://recruitment.cdacmohali.in>.