

**PUBLIC APPOINTMENTS**  
**CHANDIGARH ADMINISTRATION SECRETARIAT**  
**HOME DEPARTMENT**

(Deluxe Building, Union Territory Secretariat Building, Sector 9, Chandigarh)

In continuation of this department's advertisement No. DPR/UT/9246-47, dated 11.11.2010 published in "The Tribune" on 14.11.2010 and in "Employment News" dated 27.11.2010 – 03.12.2010, applications in the prescribed proforma (mentioned below) are invited **by 21.01.2013 upto 5.00 pm** from the eligible candidates for filling up the posts mentioned below, on temporary basis but likely to be made permanent in the Chandigarh Administration Secretariat as per details given below:-

Sr. No.	Name of the post and Pay (Rs.)	Number of Posts
1.	<b>Steno-Typist</b> (Pay Band '10300-34800' plus Grade Pay Rs. 3200/-)	01 (SC)
2	<b>Clerks</b> (Pay Band '10300-34800' plus Grade Pay Rs. 3200/-)	04 (General) 05 (SC) 01 (OBC)
3.	<b>Librarian</b> (Pay Band '10300-34800' plus Grade Pay Rs. 3200/-)	01 (General)
4.	<b>Driver</b> (Pay Band '5910-20200' plus Grade Pay Rs. 2400/-)	01 (OBC)
5.	<b>Peon</b> (Pay Band '4900-10680' plus Grade Pay Rs. 1650/-)	03 (SC)

The candidates who have already applied in response to above referred advertisements for the posts of Clerks (General) and Librarian (General) need not apply afresh.

Educational Qualifications, Experience and Age for the above posts is as under: -

Name of the Post	Qualification and Experience	Age
<b>Steno-Typist</b>	Bachelor's Degree and proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 80 WPM in Stenography (English) and a speed 20 WPM in transcribing the same on Computer.	Between 18 to 25 years as on 01.01.2013
<b>Clerk</b>	Bachelor's Degree and proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 35 WPM in typewriting in English on Computer.	Between 18 to 25 years as on 01.01.2013
<b>Librarian</b>	Diploma in Library Science from a recognized Board/Institute.	Between 18 to 25 years as on 01.01.2013
<b>Driver</b>	Matriculate from a recognized Board/Institution. Valid Driving Licence of Light Transport Vehicles (LTV) issued by the competent authority and having one year experience for driving a Transport Vehicle.	Between 20 to 25 years as on 01.01.2013
<b>Peon</b>	Middle Standard from a recognized Board/Institution	Between 18 to 25 years as on 01.01.2013

The criteria for filling up of the above said posts (post-wise) is as under :-

**I      For the post of Steno-Typist**

1.      Stenography Test      : 90 Marks
2.      Interview                : 10 Marks
3.      All the eligible candidates will be called for Stenography Test at the speed of 80 WPM (English) and a speed of 20 WPM in transcribing the same **on Computer.**
4.      One mark will be deducted for each mistake.

## II For the post of Clerk

1. Typewriting Test on Computer : (Qualifying Test)
2. Written Test : 90 Marks
3. Interview : 10 Marks
4. All the eligible candidates will be called for typewriting test at the speed of 35 w.p.m on Computer.
5. The candidates who qualify the typewriting test will be called for written test. There will be one paper only with two sections. The duration of the paper will be for 2 hours. Breakup of marks section-wise as follows:-
  - a. General Knowledge including Mental Ability, Logical Reasoning, IT, Current Affairs, History, Politics, etc 70 Marks
  - b. Proficiency in English Language and Grammar 20 Marks
6. **No candidate will be considered to have qualified in the written test unless or until he/she obtains atleast minimum qualifying 28 marks out of 70 and 08 marks out of 20 i.e., the candidate will have to qualify the test by obtaining the minimum 36 marks in the ratio, ibid.**

## III. For the post of Librarian

1. Written Test : 90 Marks
2. Interview : 10 Marks
3. All the eligible candidates will be called for written test in which the questions to test the analytical ability, reasoning, general knowledge and English language shall be included. The merit list of the candidates will be prepared according to marks obtained by them in the written test.

## IV. For the post of Driver

1. Written/Driving Test : 90 Marks
2. Interview : 10 Marks
3. All the eligible candidates will be called for the driving test, which will include written examination about Traffic Rules, Motor Vehicles Act Provisions & first and weightage for this will be 70 marks out of 90 marks. The merit list of candidates will be prepared according to the marks obtained by them in the written/driving test.

## V For the post of Peon

The eligible candidates will be assessed on the basis of Interview of 50 marks.

### Note :

1. The candidate will apply for the above said posts in the placed below prescribed format alongwith latest passport size self attested photograph duly pasted, two self addressed envelopes (size 23 X 10 cm) with postage stamp of Rs. 6/- affixed each thereupon and application fee of Rs. 100/-, in the shape of Demand Draft payable at Chandigarh, drawn on any nationalized Bank in favour of Home Secretary, Chandigarh Administration. The name of the post applied for be clearly indicated on the envelope in which the application form is submitted.
2. The candidates of Scheduled Castes and Other Backward Classes category will be given age relaxation of 5 years and 3 years respectively. The benefits of age relaxation to the Ex-servicemen shall be given after deducting the period of service rendered in the Armed Forces from their actual age and adding three years thereto. **The benefit of reservation to OBC would be given only when the concerned caste is included both in the Central Government list and Union Territory, Chandigarh list.**
3. The age is relaxable for departmental candidates working in the Chandigarh Administration Secretariat only having rendered three years service on regular basis upto the age of 40 years in the case of General category candidates and

upto the age of 45 years in the case of SC candidates, in accordance with the instructions of the Chandigarh Administration issued from time to time.

4. No other supporting documents with regard to qualification, experience etc. are required except the caste certificate of SC/OBC category.
5. The applications should reach **by 21.01.2013 upto 5:00 pm** in the office of Home Secretary, Chandigarh Administration, Deluxe Building, U.T. Secretariat, 4<sup>th</sup> Floor, Sector 9-D, Chandigarh. Applications received after the due date/time, by whatever mode, will not be entertained. Incomplete/unsigned applications will be rejected straightaway.
6. Candidates equal to 03 times of the number of vacancies in each **for the posts of Clerks, Steno-typist, Librarian and Driver** will be called for the Interview, on the basis of marks obtained in the Written/Stenography/Computer/Driving test (as the case may be) as per merit. All the candidates falling within equal to three times of the number of vacancies in each category who obtain the marks equal to the marks obtained by the last candidate in the Written/Stenography/Computer/Driving test (as the case may be) will be called for interview.
7. At the time of appearing in the Interview, the candidates will have to furnish the self-attested copies of the certificates/degrees/proof of date of birth/educational qualifications/testimonials/Driving Licence for the respective posts. (Driving Licence is required only for the post of Driver).
8. The final merit list/selection list **for the posts of Clerks, Steno-typist, Librarian and Driver** will be prepared by adding the marks obtained in the Written/Stenography/Computer/Driving tests (as the case may be) and interview.
9. No weightage will be given to any candidate on account of experience from any Govt. Body/Institute/Board/Corporation etc.
10. Prior to the appointment the exercise done will be provisional and no one have any right to stake the claim for appointment as such.
11. Government servants may apply through proper channel. Their advance applications will be considered only if received through the respective Heads of Departments with No Objection Certificate as well as Departmental/Vigilance clearance report within the prescribed period otherwise the same will be rejected straightway.
12. The dates for the Written/Stenography/Computer/Driving test and the interview will be conveyed later on.
13. The Home Department, Chandigarh Administration reserves the right to decrease or increase the number of vacancies.
14. No TA/DA will be paid to the candidates for appearing in Stenography/ Written/Typing/Computer/Driving test (as the case may be) and Interview etc.

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Additional Secretary Home,  
Chandigarh Administration.

APPLICATION FOR THE POST OF \_\_\_\_\_

Paste recent self  
attested passport  
size photograph

1.

Name of the applicant:  
(in Block letters)
2.

Father's Name:  
(in Block letters)
3.

i)

Date of Birth:  
(in Christian Era)

ii)

Age as on 01.01.2013 \_\_\_\_ years \_\_\_\_ months \_\_\_\_ days
4.

Address:  
(i) Permanent Address:

Pin Code \_\_\_\_\_.

(ii)

Postal Address:

Pin Code \_\_\_\_\_.

5.

Mobile No./Phone No., if any

6.

Educational Qualifications :
- | Sr. No. | Qualification | Name of Board/<br>University | Year of<br>Passing | Percentage of<br>Marks<br>Obtained |
|---------|---------------|------------------------------|--------------------|------------------------------------|
|         |               |                              |                    |                                    |
|         |               |                              |                    |                                    |
|         |               |                              |                    |                                    |
|         |               |                              |                    |                                    |
|         |               |                              |                    |                                    |
7.

Experience:
- | Sr. No. | Post held | Name of the organization | Worked |    |
|---------|-----------|--------------------------|--------|----|
|         |           |                          | From   | To |
|         |           |                          |        |    |
|         |           |                          |        |    |
|         |           |                          |        |    |
|         |           |                          |        |    |
8.

Nationality

9.

Category (SC/OBC/Gen/Ex-Ser)

10.

Particulars of Demand Draft

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_

Name of the Issuing Bank \_\_\_\_\_
- I hereby declare that the information submitted in this application is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited.
- Dated \_\_\_\_\_

Place \_\_\_\_\_

(Signature of applicant)