

## **PUBLIC APPOINTMENT**

Indian Red Cross Society, U.T. Branch, Chandigarh requires following staff for its various projects, purely on contract basis for a period of one year. The contracts are subject to revision depending upon individual's work performance and continuation of project:-

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Number of posts</b>	<b>Maximum Age</b>	<b>Salary (per month)</b>	<b>Eligibility</b>
1.	Data Entry Operator	11	35 years	(D.C. Rates)	Graduate with typing speed of at least 25 wpm and adequate computer knowledge & familiarity with Ms-Office & Windows.
2.	Receptionist-cum-Attendant	1	35 years	(D.C. Rates)	Graduate.

### **Please note:**

- a. Application complete in all respect clearly stating educational & professional qualification with attested testimonials should reach in the office of Indian Red Cross Society, U.T. Branch, Karuna Sadan Building, IInd Floor, Sector 11-B, Chandigarh by 07-05-2013 upto 5:00 p.m.
- b. Please write name of the post on the top of envelope in the legible hand.
- c. For Serial No.1 and 2, list of eligible candidates will be displayed at Karuna Sadan Building , U.T. Red Cross Society, IInd Floor, Sector 11-B, Chandigarh on 09-05-2013.
- d. For Serial No. 1, eligible candidates shall have to undergo a computer typing test on requisite fee of Rs. 350/-. The date and venue of computer type test will also be displayed on the notice board of the Society.
- e. The number of posts can be increased or decreased as per the requirement of the Red Cross Society.
- f. The Secretary, Indian Red Cross Society, U.T. Branch, Chandigarh reserves the right to cancel or reject any or all applications without any notice.

**SDM(S)-cum-Secretary**