

DISTRICT INDUSTRIES CENTRE, U.T., CHANDIGARH
Plot No.39,Indl.Area, Phase-II, U.T., Chandigarh

PUBLIC APPOINTMENT NOTICE

Applications are invited from the eligible candidates, in the prescribed Performa to fill up one post of Junior Scale Stenographer, in General Category on regular basis in the pay band/scale of Rs.10300-34800 Plus Rs.3600 Grade Pay Plus usual allowances.

Application Performa and all other terms and conditions/detailed instructions may be obtained from the Recruitment Notice available on the Public Notice Section on Website <http://www.chandigarh.govt.in/> of Chandigarh Administration. The last date for the receipt of applications for this post is 15.09.2015.

Director Industries,
Union Territory, Chandigarh.

**DISTRICT INDUSTRIES CENTRE, U.T., CHANDIGARH, PLOT NO.3
INDUSTRIAL AREA, PHASE-II, CHANDIGARH (TEL. NO.2679006-07).**

Applications are invited on the Performa appended below from the eligible candidates for filling-up of one post of Jr. Scale Stenographer, in General category on regular basis in the pay band/scale of Rs.10300-34800 + Rs.3600 G.Pay plus usual allowances. The applicants should be between 18-25years as on 01.01.2015 with the following qualifications:-

- Bachelor's Degree and proficiency in operation of Computer (Word Processing and Special Sheets) and a speed of 100 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same.

The criteria for appointment to the post of Jr. Scale Stenographer is as under:-

1. Stenography Test 90 Marks
2. Interview 10 Marks
3. All the eligible candidates will be called for Stenography Test.
4. One mark will be deducted for each mistake.

The candidate will apply on the placed below prescribed format alongwith latest passport size self attested photograph, duly pasted, two self addressed envelopes (size 23 x 10cm) with postage stamp of Rs.6/- affixed each thereupon and application fee of 250/- in the shape of Demand Draft payable at Chandigarh, drawn on any nationalized Bank in favour of General Manager, District Industries Centre, U.T., Chandigarh. The applications should reach by 15.09.2015 upto 5:00 pm in the office of District Industries Centre, U.T., Chandigarh, Plot No.39 Industrial Area, Ph-II, Chandigarh. Applications received after the due date/time, by whatever mode, will not be entertained. Incomplete/unsigned applications will be rejected straightway. The final merit list/selection list for the post of Junior Scale Stenographer will be prepared by adding the marks obtained in the Stenography test and interview. No weight age will be given to any candidate on account of experience from any Govt. Body/Institute/Board/Corporation etc. 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. Prior to the appointment the exercise done will be provisional and no one have any right to stake the claim for

appointment as such. No.TA/ DA will be paid to the candidates for appearing in Stenography test and interview etc. Further on appointment He/She will be on a probation period of two years and during this period he/she will be paid fixed monthly emoluments. These emoluments shall not include any Grade Pay, annual increment or any other allowance, except the travelling allowance as per entitlement of the post held by him/her. Further he would be governed as per the Punjab Civil Services (2nd Amendment) Rules, Volume-I, Part-I, 2015 as adopted by the Chandigarh Administration, Department of Personnel vide letter No.28/70-IH(7)-2015/14387 dated 10.7.2015 The Director Industries, U.T., Chandigarh reserves the right to accept or reject any application without assigning any reason.

APPLICATION FOR THE POST OF JUNIOR SCALE STENOGRAPHER

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 01.01.2015 _____ Years _____ Months _____ Days

4. Nationality: _____

5. Address:
(i) Permanent Address _____

Pin code _____

(ii) Postal Address _____
Pin code _____

6. Mobile No/Phone No., if any _____

7. Educational Qualifications:

Sr No	Qualification	Name of Board/ University	Year of Passing	Subject	Percentage of Marks Obtained

8. Experience:

Sr No	Post held	Name of the organisation	Worked	
			From	To

I hereby declare that the informationsubmitted 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 foreited.

Dated _____

Place _____

(Signature of applicant)

Paste
Recent
attested
passport
size
photograph