

**DEPARTMENT OF PUBLIC RELATIONS,  
CHANDIGARH ADMINISTRATION**

**APPLICATION FORMAT**

**Recent  
passport  
size  
photograph  
self attested**

1. Application for the post of : Clerk  
(in Block letters) (on contract basis)
2. Name of the Candidate :
3. Father's Name :
4. Date of Birth :
5. Age as on 01.01.2016 : \_\_\_ years \_\_\_ months \_\_\_ days  
(self attested copy of age proof enclosed)
6. Sex :
7. Marital Status :
8. Nationality :
9. Permanent Address :
10. Correspondence Address :
11. Mobile Number :

12. Education Qualification :

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

(self attested copy of enclosed)

13. 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.
14. Have you ever been discharged, removed or dismissed from service of any government/Semi-Government/Board / Corporation? If yes, give details

Signature

Dated:  
Place:

**DECLARATION BY THE CANDIDATE**

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ solemnly declare that the particular(s)/information(s) given by me in column No. 1 to 14 above are true and correct to the best of my knowledge & belief 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.

Dated \_\_\_\_\_

Place \_\_\_\_\_

(Signature of applicant)

## **Selection Criteria for the post of Clerk**

1. Typewriting Test (Qualifying Test)
2. Written Test 90 marks

The total marks for selection should be 90

### **Procedure to be adopted:-**

- A. While inviting applications, the candidate will furnish the information in the prescribed format.
- B. All the eligible candidates will be called for typewriting test at the speed of 30 w.p.m. or as laid down under the notified Recruitment Rules of the department concerned. The typewriting test is a qualifying test only.
- C. The candidate who qualify the typewriting test will be called for written test which will be second stage.
- D. 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
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Total for written test	90 Marks
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- E. 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.
- F. No weightage will be given to any candidate on account of experience from any Govt./Body/Institute/Board etc.
- G. The selection list, in order of merit, will be prepared on the basis of total marks obtained in the written test.
- H. Prior to the appointment the exercise done will be provisional and no one have any right to stake the claim for appointment as such.

### **Terms & Conditions of Appointment**

1. That the services rendered on contract basis shall not count towards the benefit of pension/gratuity.
2. That the officer of appointment will not count as service and will not bestow upon him for any claim for regular appointment and age relaxation against any post in the O/o Director Public Relations, Chandigarh Administration.
3. That no official accommodation shall be provided.
4. That no leave of any kind shall be admissible except Gazetted Holidays. However, one day Casual Leave is admissible per month.
5. The consolidated contractual amount paid to him shall be governed by the guidelines of the Department of Personnel, Chandigarh Administration issued from time to time.

6. That he shall not be eligible for benefit of EPF/CPF/GPF etc.etc.
7. That in case, he will be required to take journey in connection with official work, TA/DA shall be paid as admissible to employees of UT, Chandigarh.
8. That the Department reserves the right to dispense with his contractual services at any point of time by giving one month's notice on either side.
9. That he will execute/sign contract on Affidavit with the Department duly attested by the Notary/1<sup>st</sup> Class Magistrate on the above said terms and conditions.

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**DEPARTMENT OF PUBLIC RELATIONS,  
CHANDIGARH ADMINISTRATION**

**APPLICATION FORMAT**



1. Application for the post of : Steno-typist  
(in Block letters) (on contract basis)
2. Name of the Candidate :
3. Father's Name :
4. Date of Birth :
5. Age as on 01.01.2016 : \_\_\_ years \_\_\_ months \_\_\_ days  
(self attested copy of age proof enclosed)
6. Sex :
7. Marital Status :
8. Nationality :
9. Permanent Address :
10. Correspondence Address :
11. Mobile Number :

12. Education Qualification :

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

(self attested copy of enclosed)

13. 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.
14. Have you ever been discharged, removed or dismissed from service of any government/Semi-Government/Board / Corporation? If yes, give details

Signature

Dated:  
Place:

**DECLARATION BY THE CANDIDATE**

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ solemnly declare that the particular(s)/information(s) given by me in column No. 1 to 14 above are true and correct to the best of my knowledge & belief 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.

Dated \_\_\_\_\_

Place \_\_\_\_\_

(Signature of applicant)

## **Selection Criteria for Steno-typist**

Stenography Test 90 marks

Total marks 90 marks

### **Procedure to be adopted:-**

1. While inviting applications, the candidate will furnish the information in the prescribed format.
2. The stenography test will be of 90 marks.
3. All the eligible candidates will be called for stenography test at the speed prescribed under the notified rules or by the appointing authority.
4. One mark will be deducted for each mistake.
5. The selection list, in order of merit, will be prepared on the basis of total marks obtained in the stenography test.
6. No weightage will be given to any candidate on account of experience from any Govt./Body/Institute/Board etc.
7. Prior to the appointment the exercise done will be provisional and no one have any right to stake the claim for appointment as such.

### **Terms & Conditions of Appointment**

1. That the services rendered on contract basis shall not count towards the benefit of pension/gratuity.
2. That the officer of appointment will not count as service and will not bestow upon him for any claim for regular appointment and age relaxation against any post in the O/o Director Public Relations, Chandigarh Administration.
3. That no official accommodation shall be provided.
4. That no leave of any kind shall be admissible except Gazetted Holidays. However, one day Casual Leave is admissible per month.
5. The consolidated contractual amount paid to him shall be governed by the guidelines of the Department of Personnel, Chandigarh Administration issued from time to time.
6. That he shall not be eligible for benefit of EPF/CPF/GPF etc.etc.
7. That in case, he will be required to take journey in connection with official work, TA/DA shall be paid as admissible to employees of UT, Chandigarh.
8. That the Department reserves the right to dispense with his contractual services at any point of time by giving one month's notice on either side.
9. That he will execute/sign contract on Affidavit with the Department duly attested by the Notary/1<sup>st</sup> Class Magistrate on the above said terms and conditions.

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## ADVERTISEMENT

Applications in the prescribed format are invited from the eligible candidates for filling up the following posts on contract basis in the Department of Public Relations, Chandigarh Administration, the details of which are as below:-

Name of the Post	Steno-typist (on contract basis)	Clerk (on contract basis)
No. of posts	One (01)	01 (One)
Consolidated Salary	Rs. 29,600/- (shall be revised from time to time in pursuance of revision by Department of Personnel, Chandigarh Administration).	Rs. 29,600/- (shall be revised from time to time in pursuance of revision by Department of Personnel, Chandigarh Administration).
Age	Between 18 years to 25 years (as on 01.01.2016)	Between 18 years to 25 years (as on 01.01.2016)
Nationality	Indian	Indian
Period of contract	Initially for a period of 6 months or the regular incumbent joins, whichever is earlier. However the terms of the contract shall be extended from time to time as per requirement and good performance.	Initially for a period of 6 months or the regular incumbent joins, whichever is earlier. However the terms of the contract shall be extended from time to time as per requirement and good performance.
Essential Qualification	(i) Bachelor's Degree from recognized University / Institute. (ii) Proficiency in operation of Computer (word processing and spread sheets). (iii) Speed of 80 w.p.m. in Stenography (English) and a speed of 20 w.p.m. in transcribing the same.	(i) Bachelor's Degree from recognized University / Institute. (ii) Proficiency in operation of Computer (word processing and spread sheets). (iii) Speed of 30 w.p.m. in English Typewriting.

Note:-

1. The date of Stenography/typewriting test will be conveyed later on.
2. No TA/DA will be given.
3. The candidate will apply for the said post in the prescribed format alongwith latest passport size self attested photograph duly pasted, two self addressed envelopes (size 23 x10 cm) with postage stamps of Rs. 25/- affixed each thereupon.

The last date for the submission of application form in the office of Department of Public Relations, U.T., Secretariat Building, Sector 9, Chandigarh is 11.11.2016 till 5:00 pm. The Advertisement, terms and conditions of appointment, selection criteria, procedure to be adopted, and application format can be downloaded from the website of the Department i.e. [www.chdpr.gov.in](http://www.chdpr.gov.in).

Director Public Relations,  
Chandigarh Administration