

**CHANDIGARH ADMINISTRATION : EDUCATION DEPARTMENT  
APPOINTMENT**

Applications in the prescribed proforma are invited by **6<sup>th</sup> January, 2009** from eligible candidates for the following posts to be filled up on regular basis in the Head office and sub office cadre of the Education Department, Chandigarh Administration as per detail below:-

<u>Post</u>	<u>Pay Scale</u>	<u>General Category</u>	<u>SC Category</u>	<u>Total</u>
Clerk	Rs. 3120-5160 (with initial starts of Rs. 3220/-)	13	04	17

**Note: Out of the total 17 posts, 4 Gen & 1 SC posts will be filled in the Head office cadre and 9 Gen and 3 SCs posts will be filled in the sub office cadre of the Education Department in order of merit.**

**ESSENTIAL QUALIFICATION**

Bachelor Degree from a recognized university and Proficiency in operation of computer (Word processing and Spread Sheets) and a **speed of 30 W.P.M. in English Typewriting.**

**AGE LIMIT AS ON 1.1.2008**

From 18 to 25 years (Departmental candidates 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/ST candidates.) The candidates of Scheduled Castes will be given age relaxation of 5 years. Government servants may apply through proper channel. Their advance applications will be considered only if received through the respective Heads of office with No Objection Certificate.

**GENERAL CONDITIONS**

1. The candidates are required to submit application in the prescribed application form which can be obtained from the office of the **Director Higher Education , Chandigarh Administration, Additional Deluxe Building, 1<sup>st</sup> floor, Sector 9, Chandigarh** or can also be downloaded from the web site of the Education Department, Chandigarh Administration i.e. <http://chdeducation.gov.in>. The application duly filled in alongwith self attested copies of all testimonials and passport size photograph should reach the office of the undersigned by **6<sup>th</sup> January, 2009** positively.
2. The application should be accompanied with a fee of Rs.100/- for General Category and Rs.50/- for SC Category candidates. The fee can be deposited in the Central Treasury, U.T., Chandigarh, Sector 17, Chandigarh through **Treasury Challan** (copy to be attached with the Application form) under Head of Account "0202-Education Sports, Arts & Culture-01-General Education-800-Other receipts-Application fee for the posts of Clerk during the year 2008-2009" and by **bank draft** payable at Chandigarh favouring **Registrar Education(C) O/o Director Higher Education, Chandigarh Administration.**
3. Prescribed educational qualifications are minimum & mere possession of the same does not entitle the candidate to be called for interview. Where number of applications received in response to this advertisement is large, selection committee may restrict number of candidates for interview to a reasonable limit on the basis of qualifications & experience and also by holding a test..
4. Applications received without requisite fee or incomplete in any respect are liable to be rejected straightaway and no correspondence shall be entertained in this regard.

-Sd-  
Director Higher Education,  
Chandigarh Administration

**CHANDIGARH ADMINISTRATION  
EDUCATION DEPARTMENT**

**APPLICATION FORM**

Passport  
size  
Photograph  
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Name of the post applied for : **CLERK**

1. (a) Full Name (BLOCK LETTERS) : \_\_\_\_\_  
 (b) Sex : Male/Female  
 (c) Martial Status : Married/Unmarried
2. Father's/Husband' Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_  
 (Date) (Month) (Year)
4. (a) Mailing Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Tel. No. \_\_\_\_\_
- (b) Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Tel. No. \_\_\_\_\_
5. Whether belongs to  Gen  S.C.  OBC  P.H.  Ex-Ser
6. Whether registered with Employment Exchange,  
 if so, Name of the Employment Exchange : \_\_\_\_\_

**7. Education Qualification's (Please attach attested copies of certificates)**

Examination Passed	Year of Passing	Subject Offered	Marks obtained & %age of Marks	University /Institution
Graduation (Please Specify)				
Post-graduation (Please Specify)				

**8. Professional Qualification: (Please attach attested copies of certificates)**

Examination Passed	Year of Passing	Subject Offered	Marks obtained & %age of Marks	University /Institution

**9. Experience :- (Please attach attested copies of Experience Certificate(s) duly counter signed)**

Post Held	Period		Total Period			Pay Scale	Employer's Address
	From	To	Years	Months	Days		

10. Details of Prizes, Medals, Scholarships & National/International awards/NCC/NSS etc. : \_\_\_\_\_
11. I hereby attach attested copies of certificates/degrees in support of age categories, qualification and experience etc.
12. Details of Application Fee Paid : Name of the bank \_\_\_\_\_  
 Try Challan no./ Demand Draft no \_\_\_\_\_ Dated \_\_\_\_\_ Rs \_\_\_\_\_

Place:

Dated :

Signature of Candidate

**DECLARATION BY THE CANDIDATE**

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information. I have never been arrested, prosecuted or convicted by criminal court or involved in any other case registered by the police, I understand that my candidature is liable to be rejected in the event of any misstatement, discrepancy in the particulars being detected and alter my appoint in such an event, my services are liable to be terminated without any notice to me or reason thereof. I undertake not to make any claim or compensation if at any stage of my selection, my in eligibility for candidature is detected any my candidature is cancelled as a result thereof.

Place:

Dated :

Signature of Candidate

Note: In case of Information to Col. No. 7 to 11, if require, please attach separate sheet.