

NOTICE

Labour Department, Union Territory, Chandigarh intend to fill up one post of Steno-typist in the pay scale of Rs. 3330- 6200, Age 18-25 years on temporary basis. The requisite application forms can be obtained from the office of the Assistant Labour Commissioner, Union Territory, Chandigarh, Labour Welfare Centre Building, First Floor, Sector 30/B, Chandigarh or can be down loaded from the link Labour given in website www.chandigarh.gov.in. Application form along with demand draft of Rs. 200/- shall not be accepted later than 31st March, 2008 upto 5.00 P.M.

**Labour Commissioner
Union Territory, Chandigarh.**

PUBLIC APPOINTMENT

**CHANDIGARH ADMINISTRATION
LABOUR DEPARTMENT**

(Labour Welfare Centre Building, First Floor, Sector 30/B, Chandigarh)

Application on prescribed proforma (mentioned below) are hereby invited for filling up one post of Steno-typist from the candidates who fulfill the following terms, conditions and qualifications.

Name of the Post	No. of post & category	Age	Pay Scale	Educational Qualification	Fees
Steno-typist	1 (one) General Category	Between 18 years and 25 years as on 1.1.2008	Rs. 3330- 6200 (plus usual allowances admissible to U.T., employees from time to time)	Bachelor's Degree in proficiency in operation of computer (word processing and spread sheets) and a speed of 80 words per minutes in Stenography (English) speed of 20 words per minutes in Transcribing the same.	Rs. 200/- in the shape of demand draft payable at Chandigarh in favour of Assistant Labour Commissioner, U.T., Chandigarh.

Note:-

1. Application should be accompanied by self attested copies of certificates / degrees/ proof of date of birth (original should be produced at the time of test/ interview before the selection Committee failing which the candidature is likely to be cancelled), demand draft of Rs. 200/-.
2. The last date of receiving application is 31.3.2008 upto 5.00 P.M.
3. Government servants may apply through proper channel.
4. Eligible candidates will be required to appear for test/interview before the Selection Committee for final selection on a date to be conveyed later on.
5. Incomplete applications are liable to be rejected straightaway and no correspondence shall be entertained in this regard.
6. No TA/DA is admissible to candidate(s).

**Labour Commissioner
U.T., Chandigarh**

PROFORMA

Application for the post of Steno-typist

Paste recent self attested passport size photograph

- 1. Name of the applicant (in Block Letters) : _____
- 2. Father's Husband's Name (in Block Letters) : _____
- 3. Date of Birth : _____
- 4. Full Address
 - a) Permanent Address : _____

 - b) Postal address : _____

5. Educational Qualifications: :

S.No.	Name of Examination	Session/year	Marks obtained / max. Marks	% age / Division

6. Experience, if any

S.No.	Name of Department / Office/ Organisation	Period of service if any		Year	Month	Day
		From	To			

- 7. Nationality : _____
- 8. Bank Draft No. & Date/Name of Bank : _____
- 9. Whether Regd. with the Employment Exchange, Chandigarh, If yes, Regd. No. & Date. : _____
- 10. Category to which the candidate belongs SC/ST/OBC/General. (Certificate be attached) : _____

Declaration:-

I _____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief and in case any information is found to be false, my candidature shall be liable to be rejected.

Dated:

Signature of the Applicant

Name _____
(in Block Letters)
Address _____

