

PUBLIC APPOINTMENT NOTICE**LAW & PROSECUTION DEPARTMENT
CHANDIGARH ADMINISTRATION****Advertisement No. 4**

Applications are invited, from the eligible candidates, to fill up, 3 (three) post of Steno-typist, on regular basis, in the pay scale of Rs.10300-34800+Grade Pay 3200/- (with initial pay Rs.13910/-) plus usual allowances as admissible from time to time under the Relevant Rules/Government Instructions. Out of three post, 2 (two) are for General category and 01 (one) is for OBC category. However, during recruitment/selection process, the number of posts may increase.

Age:- 18 to 25 years General category and 18-28 year OBC category, further relaxable for departmental candidate up to 40 years. (Here departmental candidate means candidate from Law and Prosecution Department, Chandigarh Administration only). The age limit shall be reckoned as on 01.01.2014.

Educational qualification:- The candidate should have Bachelor's Degree from recognised University/Institution on or before the closing date of the applications and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same. Stenography Test shall be of 90 marks.

Applications on prescribed Performa/Format, (application other than prescribed Performa/Format shall be rejected) complete in all respects, should reach in the office of the Legal Remembrancer-cum-Director of Prosecution, Room No. 415, 4th Floor, Deluxe Building, U.T., Secretariat, Sector-9, Chandigarh up to 28.10.2014, through post which may be registered, courier, speed-post etc. candidate may also submit the application by hand up to 5 p.m. on 28.10.2014. Self attested Copies of all the testimonials including Certificate showing the Date of Birth, candidate applying against OBC category, must attach with the application. OBC certificate must be issued by the Competent Authority, and caste must be falling in the list issued by the Central Government or Chandigarh Administration. In case a particular caste is declared as "Backward Class" by any State Government, and that caste is also falling in OBC in the list issued by Chandigarh Administration, or Central Government, then, attaching of Backward Certificate instead of OBC certificate, will not serve the purpose and the certificate must specify "OBC Certificate" and in case any candidate who claims reservation in OBC Category fails to attach OBC Certificate, then his/her application shall be treated in General Category. Candidate is also required to attach a Demand Draft amounting to Rs.500/- as application fee, in favour of Law & Prosecution Department, UT, Chandigarh, payable at Chandigarh.

Application Fee in any another form shall not be entertained and application fee shall be rejected.

Application should be accompanied by three self-addressed envelopes (size 2X10 c.m.) with postage stamp of Rs.25/- affixed thereon. Candidate serving in Government Department is required to submit his/her application through his/her Head of the Department, under his/her seal and signature of the said Head of the Department. Otherwise his/her application shall be rejected. Incomplete application in any form or the application received after closing date shall not be entertained and treated to be rejected. Application should be, tagged nicely, leaving no scope for loss of any document attached.

After scrutinizing the applications, on the basis of age, caste, fee date of its receipt etc., the candidates, who are found prima facie eligible, will be required to appear for Stenography test. After the Stenography test, only three candidates, in proportion to the number of posts who secured highest marks in the Stenography test, without disclosing the order of merit, shall be called for interview, before the Selection Committee, constituted by the competent Authority. Merit of the candidate shall be assessed on the basis of marks obtained in stenography test of 90 marks + marks awarded in interview of 10 marks, i.e. 100 marks total. The date, time and venue of steno-typist test and interview shall be intimated to the candidates concerned through post and information shall also be uploaded on the official website of Chandigarh Administration. However, no separate public notice to this effect shall be issued. **Candidates shall have to arrange his/her own typewriter.**

Sd/-

Legal Remembrancer-cum-
Director of Prosecution,
Chandigarh Administration.

PROFORMA

1. Application for the post of : Steno-Typist
2. Category : _____
3. Number & Date of caste Certificate, if attached : _____
4. Name : _____
5. Father's/Husband's Name : _____
6. Date of Birth : _____
7. Sex : _____
8. Marital Status : _____
9. Nationality : _____
10. Permanent Address : _____

11. Correspondent Address : _____

12. E-mail address, if any : _____
13. Educational Qualification : _____

Self Attested
Passport Size
Photograph

Examination passed	Year of passing	Total Marks	Marks obtained	Percentage of marks	University/ Institution

14. Whether any criminal case has ever been registered against you or whether you have been ever convicted of any offence by any court in India? : _____
15. Have you ever been discharged/ removed or dismissed from service of any Government/Semi-Government / Board / Corporation? If yes, give details. : _____
16. Name of the Government Department, Semi-Government, Corporate Body, if already in service. : _____

Signature with Seal of Head of
the Department

17. Particular of Demand Draft : Draft No. _____ Dated: _____
Bank Name: _____

Date:
Place:

Signature of the candidate

"DECLARATION BY THE CANDIDATE"

I _____ S/o/D/o _____ solemnly declare that the particular(s) / information(s) given by me in Column No. 1 to 17 above is true and correct to the best of my knowledge 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 also be liable to be prosecuted under the relevant provisions of Indian Penal Code 1872. My application, including enclosures attached to it, contains Page No. 1 (one) to

Date:
Place:

Signature of the candidate