

PUBLIC APPOINTMENT

**LAW & PROSECUTION DEPARTMENT
CHANDIGARH ADMINISTRATION**

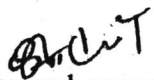
Applications are invited from the eligible candidates to fill up four posts of Steno-Typist on contractual basis for a period of six months or till the regular appointment against the said post whichever is earlier on fixed amount of Rs.10,000/- per month.

Age:- 18 to 25 years. The age required for the post shall be reckoned as on 01.01.2015.

Educational Qualification:- The candidate should have Bachelor's Degree 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.

Application on prescribed proforma, complete in all respects should reach the office of Legal Remembrancer-cum-Director of Prosecution, Room No.415, 4th Floor, Deluxe Building, U.T., Secretariat, Sector 9, Chandigarh on or before 31.08.2015. Application should be accompanied by two self addressed envelopes (size 2 X 10 c.m.) with postage stamp of 5/- affixed thereon. Incomplete applications and applications received after due date will not be entertained.

Eligible candidates will be required to appear for the test/interview before the Committee for the final selection on a date to be conveyed later on.


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

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PERFORMA

1. Application for the post of Steno-Typist
2. Category : _____
3. Name :
4. Father's Name :
5. Date of Birth :
6. Sex :
7. Marital Status :
8. Nationality :
9. Permanent Address :
10. Correspondence Address :
11. Educational Qualifications :

*Recent passport
size photograph
duly attested.*

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

12. Experience, if any :
13. Extra Curricular activities :
14. 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
15. Have you ever been discharged, removed or dismissed from service of any government/Semi-Government/Board /Corporation? If yes, give details.

Date:
Place:

Signature