

GOVERNMENT OF HARYANA

EDUCATION DEPARTMENT

REQUIREMENT OF STAFF ON CONTRACT BASIS

UTKARSH Society, EDUSAT Project, Haryana Panchkula invites applications from suitable candidates for engagement on contract basis initially for one year (extendable) on the posts as given below:-

- 1) **Deputy Superintendent:** One Post with monthly remuneration of Rs.15,000/-.
- 2) **Office Assistant:** One Post with monthly remuneration of Rs.12,000/-.

Age for both the posts: 18-40 years as on 01.05.2013.

Application form, Essential qualifications, experience and other detailed instructions/conditions can be downloaded from the website www.schooleducationharyana.gov.in OR can be obtained from the office of the Utkarsh Society. Application complete in all respects must reach the office of Administrative Officer, Utkarsh Society, EDUSAT Complex, DIET Building, Opp. Kothi No. 19, Sector - 2, Panchkula (Haryana) on or before 22.05.2013.

Sd/-

ADMINISTRATIVE OFFICER
UTKARSH SOCIETY, PANCHKULA

GOVERNMENT OF HARYANA

EDUCATION DEPARTMENT

REQUIREMENT OF STAFF ON CONTRACT BASIS

UTKARSH Society, EDUSAT Project, Haryana Panchkula invites applications from suitable candidates for engagement on contract basis initially for one year (extendable on satisfactory performance) as per qualification & experience given below:-

Deputy Superintendent: One Post

Essential:

1. B.A./B.Sc./B.Com. with at least 60% marks.
2. Consistent good academic record. Consistent good academic record means that out of the lower qualifications i.e. 10+2/Matric etc. than the requisite minimum qualifications, one must secure atleast 55% marks in one lower examination and 50% in the other lower examination.
3. Post qualification relevant experience of five years in accounts and administration in any Govt./Govt. undertaking/ reputed organisation. Relevant certificate to be attached.
4. Proficiency in drafting notes and letters in English.
5. Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subjects.

Desirable:

1. M.A. (English).
2. Excellent writing communication skills.
3. Excellent knowledge and experience of MS-Office (word, Excel and Power Point).
4. Knowledge of typing in English on computer.

Salary per month: Rs.15,000/- plus Rs.500/- as fixed medical allowance

Office Assistant: One Post

Essential:

1. B.A./B.Sc./B.Com. with at least 55% marks.
2. Consistent good academic record. Consistent good academic record means that out of the lower qualifications i.e. 10+2/Matric etc. than the requisite minimum qualifications, one must secure atleast 55% marks in one lower examination and 50% in the other lower examination.
3. Typing speed of 30 w.p.m. in English on computer.
4. Post qualification relevant experience of one year. Relevant certificate to be attached.
5. Excellent knowledge and experience of MS-Office (Word, Excel and Power Point) and Internet.
6. Proficiency in drafting notes and letters in English.
7. Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subjects.

Desirable:

1. M.A. (English).
2. Excellent writing communication skills.
3. Knowledge of filing, indexing and document management.

Salary per month: Rs.12,000/- plus Rs.500/- as fixed medical allowance

Age for both the posts: 18-40 years as on first day of the month of the advertisement.

Note for the post of Office Assistant: Those, who qualify in the computer type test by the requisite standard, will be called for written test/practical test and interview thereafter.

Eligible applicants may submit their applications along with bio-data with proof of educational qualifications, experience and two copies of passport size photograph **on or before 22.05.2013** to the **Administrative Officer, Utkarsh Society, DIET Building, (Opposite H.No. 19), Sector - 2, Panchkula**. Candidates already in service may apply through proper channel with No Objection Certificate from their present employer.

ADMINISTRATIVE OFFICER
UTKARSH SOCIETY, PANCHKULA

9. a) Details of Experience alongwith name, address and telephone no. of the Organization:

b) Total Experience: Years _____ Months _____

10. Visible identification mark on the body of the candidate:

11. Declaration: I hereby declare that: -

1. All statements made in this application form are true, complete and correct. In the event of any information being found false or ineligibility being declared at any stage my contract may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement of the Society carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility of educational qualifications etc. prescribed and other relevant rules and instructions.
3. No criminal proceedings are pending against me anywhere.

SIGNATURE OF THE CANDIDATE

Name: -

(unsigned applications will be rejected)

PLACE: _____

DATE: _____