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:-

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 the post: 18-40 years as on first day of the month of the advertisement.

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

Application form can be downloaded with detailed instructions/conditions from the website www.schooleducationharyana.gov.in OR can be obtained from the office of the Utkarsh Society DIET Building, (Opposite H.No. 19), Sector - 2, Panchkula. 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 11.11.2013 upto 04.00 PM to the Administrative Officer, Utkarsh Society, DIET Building, (Opposite H.No. 19), Sector - 2, Panchkula.

Sd/-

ADMINISTRATIVE OFFICER
UTKARSH SOCIETY, PANCHKULA

APPLICATION FORM TO BE FILLED IN ENGLISH

IMPORTANT INSTRUCTIONS

1. Please read instructions in advertisement carefully before filling in each column.

2. Name of the post applied for [   ]

> Paste your latest passport size attested photograph

1. CANDIDATE'S NAME in capital letters as given in class X Certificate (in English)

2. FATHER'S NAME in capital letters as given in class X Certificate (in English)

3. Date of Birth: Date [   ]   Month [   ]   Year [   ]

4. Sex: [   ]

5. Category (Gen/SC/BC/Others): [   ]

   In case of reserved categories, attach self attested copy of the same.

6. Nationality: [   ]

7. Write Name and complete mailing address, in block letters: -

Name:

Address:

Pin Code:
Telephone No.   Mobile No.:   E-mail:

8. Educational Qualifications: -

Educational Qualifications	Year of Passing	Name of Board/ University	Subjects	Marks obtained	Total Marks	%	Division

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: _____