

**GOVERNMENT OF HARYANA,
EDUCATION DEPARTMENT
Requirement of Staff on Contract Basis
UTKARSH Society, EDUSAT Block, DIET Building, Sector – 2, Panchkula (Haryana)
Tele. / FAX : 0172 – 2587710, 2578403**

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. **Studio Engineer for HUB at Head Office Panchkula** – One Post as per qualifications and experience given below: -.

Studio Engineer is required to operate, maintain, broadcast and transmit to Receive Only Terminals(ROTs), Direct-to-Home(DTH)/Satellite Interactive Terminals (SITs) of Haryana EDUSAT, Panchkula installed for various Govt. Primary/Secondary Schools/ Colleges/ DIETs/Polytechnics.

Essential Qualifications:

1. B.E./B.Tech.(Regular) in Electronics & Communication with atleast 60% marks.
2. Consistent good academic record i.e. the candidate should have atleast 60% marks in matriculation, Diploma in Polytechnic/10+2 each.

Desirable: Experience in the field of Electronics and Communication Engineering.

Salary per month:- Rs.18,000/- plus Rs.500/- as Fixed Medical Allowance.

Age for the post: 18-30 years as on last date of receipt of application.

The candidate must have own conveyance for field visit.

2. **Junior Engineer for Head Office Panchkula** – One Post as per qualifications and experience given below: -.

Junior Engineer is required to maintain Receive Only Terminals (ROTs)/Direct-to-Home (DTH)/Satellite Interactive Terminals (SITs) of Haryana EDUSAT Network installed in various Govt. Primary/ Secondary Schools/Colleges/ DIETs/ Polytechnics.

Essential Qualifications: "3 years Regular Full Time Diploma in Electronics & Communication Engineering from State Board of Technical Education. Knowledge of MS Office.

Desirable: Experience in relevant field i.e. maintenance/repair of DTH-ROT/SIT of Edusat Network or connected field.

Salary per month:- Rs.11,000/- plus Rs.500/- as Fixed Medical Allowance.

Age for the post: 18-30 years as on last date of receipt of application.

Note for the post of Junior Engineer : Higher qualifications of B.Tech in Electronics and Communication will be considered only when the candidate is having the essential qualifications of 3 years regular full time diploma in

Electronics & Communication Engineering. The candidate must have own conveyance for field visit.

3. **Office Assistant for Head Office Panchkula:** One Post

Essential Qualifications:

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 last date of receipt of application.

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.*

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. Eligible applicants may submit their applications on prescribed format alongwith self attested photocopies of educational qualifications, date of birth, experience and two passport size photographs complete in all respects to the office of Administrative Officer, UTKARSH Society, DIET Building, (Opposite H.No. 19), Sector - 2, Panchkula(Haryana) on or before 10-06-2014.

Sd/-

**Administrative Officer,
UTKARSH Society, Panchkula.**

UTKARSH Society, EDUSAT Project, Panchkula.

APPLICATION FORM FOR THE POST OF STUDIO ENGINEER TO BE FILLED IN ENGLISH

IMPORTANT INSTRUCTIONS

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

Paste your latest
passport size Self
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. Nationality:

--

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

Name:	
Address:	
Pin Code:	
Telephone No.	Mobile No.:

7. Educational Qualifications: -

Educational Qualifications	Year of Passing	Name of Board/ University	Subjects	Marks obtained	Total Marks	%	Division
10 th (Matric)							
10+2 (Senior Secondary)/ Diploma in Polytechnics							
B.E./B.Tech.							
Any other higher qualifications							

8. Experience: Years

--

 Months

--

 Days

--

9. Name, Address and Telephone No. of the Organization: (Attach certified copies)

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. Neither, I have been convicted by any court or law nor any criminal proceedings are pending against me anywhere.

SIGNATURE OF THE CANDIDATE

Name: -

(unsigned applications will be rejected)

PLACE: _____

DATE: _____

Detailed Instructions:

1. A candidate must have own conveyance for field visit.
2. Age must be 18-30 years as on 10.06.2014.
3. The decision of the Society in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidate, mode of and criteria for selection will be final and binding on the candidate. No enquiry or correspondence will be entertained in this regard.
4. The candidate should also attach two self attested recent passport size photographs alongwith self attested photocopies of all academic qualifications, degrees and experience with the application form and will also bring original certificates at the time of interview.
5. No TA/DA will be paid to the candidates.
6. An application form will be summarily rejected in the following events:
 - i. If a candidate submits more than one application or apply for more than one district.
 - ii. If the application is not in the prescribed format.
 - iii. If the application form is incomplete or has false contents.

UTKARSH Society, EDUSAT Project, Panchkula.

APPLICATION FORM FOR THE POST OF JUNIOR ENGINEER TO BE FILLED IN ENGLISH

IMPORTANT INSTRUCTIONS

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

Paste your latest
passport size Self
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. Nationality:

--

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

Name:	
Address:	
Pin Code:	
Telephone No.	Mobile No.:

7. Educational Qualifications: -

Educational Qualifications	Year of Passing	Name of Board/ University	Subjects	Marks obtained	Total Marks	%	Division
10 th (Matric)							
10+2 (Senior Secondary)							
Three year Diploma							
B.Tech.							
Any other higher qualifications							

8. Experience: Years

--

 Months

--

 Days

--

9. Name, Address and Telephone No. of the Organization: (Attach certified copies)

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. Neither, I have been convicted by any court or law nor any criminal proceedings are pending against me anywhere.

SIGNATURE OF THE CANDIDATE

Name: -

(unsigned applications will be rejected)

PLACE: _____

DATE: _____

Detailed Instructions:

1. A candidate must have own conveyance for field visit.
2. Age must be 18-30 years as on 10.06.2014.
3. The decision of the Society in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidate, mode of and criteria for selection will be final and binding on the candidate. No enquiry or correspondence will be entertained in this regard.
4. The candidate should also attach two self attested recent passport size photographs alongwith self attested photocopies of all academic qualifications, degrees and experience with the application form and will also bring original certificates at the time of interview.
5. No TA/DA will be paid to the candidates.
6. An application form will be summarily rejected in the following events:
 - i. If a candidate submits more than one application or apply for more than one district.
 - ii. If the application is not in the prescribed format.
 - iii. If the application form is incomplete or has false contents.

UTKARSH Society, EDUSAT Project, Panchkula.

APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT TO BE FILLED IN ENGLISH

IMPORTANT INSTRUCTIONS

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

Paste your latest
passport size Self
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. Nationality:

--

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

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

7. Educational Qualifications: -

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

8. Experience: Years

--

 Months

--

 Days

--

9. Name, Address and Telephone No. of the Organization: (Attach certified copies)

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. Neither, I have been convicted by any court or law nor any criminal proceedings are pending against me anywhere.

SIGNATURE OF THE CANDIDATE

Name: -

(unsigned applications will be rejected)

PLACE: _____

DATE: _____

Detailed Instructions:

1. Age must be 18-40 years as on 10.06.2014.
2. The decision of the Society in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidate, mode of and criteria for selection will be final and binding on the candidate. No enquiry or correspondence will be entertained in this regard.
3. The candidate should also attach two self attested recent passport size photographs alongwith self attested photocopies of all academic qualifications, degrees and experience with the application form and will also bring original certificates at the time of interview.
4. No TA/DA will be paid to the candidates.
5. An application form will be summarily rejected in the following events:
 - i. If a candidate submits more than one application or apply for more than one district.
 - ii. If the application is not in the prescribed format.
 - iii. If the application form is incomplete or has false contents.