

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 ☎ 0172-2665253-60 Fax No. 0172-2609360

(ESTABLISHMENT BRANCH-III)

PUBLIC APPOINTMENT

The following posts of Clerks/Steno-typists are required to be filled up in the Govt. Medical College & Hospital, Chandigarh.

Sr. No.	Name of the post	No. of vacant posts			
		UR	Hearing Handicapped (HH)	Visual Handicapped (VH)	Total
1.	<u>Steno-typist</u> ₹ 5910-20,200 + 2,000 G.P.(Initial Pay ₹ 8,240/-)	-	-	02	02
2.	<u>Steno-typist (On Contract)</u> (Consolidated pay of ₹ 10,000/-)	01	-	02	03
3.	<u>Clerk</u> Rs. 5910-20,200 + 1,900 G.P. (Initial ₹ 7,810/-)	-	-	03	03
4.	<u>Clerk (On Contract)</u> Consolidated pay of ₹ 9,500/-	03	04	01	08

Candidates desirous for the same may appear for Type Test/Stenography Test in English on 06.03.2011 (Sunday) at 10.00 a.m. in the Industrial Training Institute, Sector 28-C, Chandigarh alongwith their bio-data on the following proforma duly supported with testimonials, latest passport size photograph, application fee in the shape of Demand Draft:-

1. Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Educational Qualification (with percentage of marks) :
5. Correspondence/permanent address :
6. Contact No. with STD Code (Residential): (Mobile)
7. Experience from Govt./Semi Govt./Board/Corporation :
8. Any other activity/achievement (supported with documentary proof) :

No candidate reporting later than the scheduled time will be entertained. The terms of the contract will be for six months at a time or till the regular employees join whichever is earlier.

ESSENTIAL QUALIFICATION

- **For Steno-typist** : Bachelor's Degree and proficiency in operation of Computer (Word Processing and Spread Sheets) and speed of 80 w.p.m. in Stenography (English) and speed of 20 w.p.m. in transcription the same.
- **For Clerk**: Bachelor's Degree from recognized University and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 30 w.p.m. in English Typewriting.

AGE LIMIT AS ON 01.01.2011

Between 18 years and 25 years. However, relaxation of age to the applicants of reserved categories will be applicable as per Govt. Instructions.

APPLICATION FEE

A fee of Rs. 100/- (Rs. 25/- for SC candidates) as non-refundable, in the shape of demand draft payable at Chandigarh drawn in favour of Director Principal, Govt. Medical College & Hospital, Chandigarh. Physically handicapped persons are exempted from Application fee.

NOTE:

1. For applying in particular category of VH/HH extent of incapacity/impairment is as follows:
 - i) For HEARING HANDICAPPED PERSONS: Loss of hearing capacity should be in between 45 to 60 decibels or more in the better ear in the conversational range of frequencies.
 - ii) For VISUALLY HANDICAPPED PERSONS:
 - (a) Standard Visual acuity should not exceed 6/60 or 20/200 snellen in the better eye with correcting lenses.
 - (b) Limitation of the field of vision subtending an angle of 20 degree or worse.
 - iii) There is no post for totally deaf & blind candidate.
2. The candidate will bring their own typewriter.
3. The candidate shall be allowed to appear for type-test on the basis of their self filled information given in application form alongwith photocopies of the testimonials (self-attested) and the eligibility shall be checked in respect of candidate who qualifies in the Stenography/test. The application form of the Government Servants should accompany with "No Objection Certificates" as well as Departmental/Vigilance clearance report.
4. No TA/DA will be paid for the said test.

-Sd-
Director Principal