

ADVERTISEMENT

Applications are invited for filling up one post of Welfare Organizer (reserved for ex-serviceman graduate or its equivalent drawing defence pension) on regular basis in the pay scale ` 5910-20200+GP 2400 and other allowance as admissible. During the probation period of first three years the minimum pay of the post will be paid ` 5910/- or D.C rates whichever is higher. The selection will be made after written examination and knowledge in operation of computer. The candidate should have completed at least one course out of the courses mentioned in Chandigarh Administration, Department of Personnel letter dated 31.07.2017 (letter up loaded on website www.chandigarhsainikwelfare.org) from National Institute of Electronics and Information Technology(NIELIT). The last date for submission of application is 25.02.2019 along-with self attested copies of educational certificates, discharge book, PPO and other testimonials etc. The age should be between 18 & 37 years as on 01.01.2019. However, age relaxation as per rules applicable to ex-servicemen will be considered for recruitment. Individual likely to retire from service before completion of selection process may also apply by producing release order. No TA/DA is admissible for attending the said examination.

APPLICATION FOR THE POST OF WELFARE ORGANIZER

1. Rank & Name of the candidate : _____
2. Father's Name : _____
3. Service No : _____
4. Service & Regt/Corps : Army/Navy/Air Force_____
5. Trade : _____
6. Ex-serviceman/Service I Card No : _____
7. Date of birth : _____
8. Age as on 01 Jan 2019 : __ Years, __ Month & _ days
9. Date of enrolment : _____
10. Date of discharge/Release : _____
11. Total length of service : __ Years, __ Month & _ days
12. Character(as mentioned in discharge book) : _____
13. Med Category : _____

Space for recent passport size photograph

14. Academic qualification (starting from matriculation) :-

Ser No	Name of examination	Passing year	Board / University	Total Marks	Marks obtained	Pass %	Division

15. Computer Course(att cert issued : _____
by NIELIT)
16. Professional courses (Army & Civil) : _____
17. Languages read/write/speak : _____
18. Correspondence address : _____
19. Telephone No/Mobile No. : _____
20. E-mail ID : _____

Undertaking – I do hereby declare that the above facts and evidence given by me are true, complete and correct to the best of my knowledge and belief. In the event of any wrong statement/discrepancy in the particulars being detected at any stage, my candidature/service will be liable for cancellation/termination without any notice.

Date : 2019

Signature of applicant

IMMEDIATE

No.28/69-IH(7)-2017/ 20214
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 31-7-17

To
All the Administrative Secretaries/
Head of Departments/Offices/Institutions/
Board/Corporations
Chandigarh Administration

Subject: **Mandatory basic ICT skills for the officers/officials of Chandigarh Administration- regarding.**

Sir/Madam

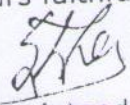
I am directed to refer to this Administration's letters No. 28/69-IH(7)-2016/1728 dated 27.01.2016 & No. 28/69-IH(7)-2016/9495 dated 21.04.2016 vide which it has been decided that ICT courses of National Institute of Electronics and Information Technology (NIELIT) are mandatory for all fresh recruitments and promotions of all posts in Chandigarh Administration and the candidate should complete atleast one course out of the following courses from National Institute of Electronics and Information Technology (NIELIT):

- a) Awareness in Computers Concepts (ACC)- 20 hours
- b) Basic Computers Concepts (BCC)- 36 hours
- c) Course on Computer Concepts (CCC)- 80 hours
- d) CCC+ -126 Hours
- e) Expert Computer Course (ECC)- 200 hours

It has been observed by this department that the instructions referred to above are not being complied with scrupulously by the various departments. You are, therefore, requested to ensure that the instructions dated 27.01.2016 and 21.04.2016 are complied with in letter and spirit.

The contents of this communication may be brought to the notice of all officers/official working under your control.

Yours faithfully


Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Endst. No. 28/69-IH(7)-2017/ 20215

Dated: 31-7-17

A copy is forwarded to all the Administrative Branches of the Chandigarh Administration Secretariat for similar action.

