

HARYANA PUBLIC WORKS DEPARTMENT (BUILDING & ROADS BRANCH)
SECTOR – 33-A, CHANDIGARH

Haryana Public Works (B&R) Department invites applications as per outsourcing policy of Haryana Government from candidates fulfilling eligibility criteria for the posts mentioned below:


Sr. No.	Name of Post	Total Nos. of Posts	Qualification as prescribed in Drawing Staff Group 'C' Rules 1979	Last date of receipt of applications
1.	Clerk-cum-Computer Operator	9	(i) 10+2 along with computer knowledge & Hindi upto Metric Standard	08.03.2016 upto 5.00 PM

The application must be received by due date at the following address. Application Performa can be downloaded from the web site <http://haryanapwd.gov.in/>

The Registrar,
Haryana PWD (B&R) Department,
Nirman Sadan, Sector 33-A,
Chandigarh.

TERMS AND CONDITIONS:-

1. The application received after due date will not be considered under any circumstances. The department will not be responsible for postal delay.
2. The engagement of selected candidates shall be purely contractual in nature and can be terminated at any time without assigning any reason or prior notice and the person so engaged shall have no right to claim either regularization or any other benefit of such engagement for any purpose in the office in which they are so engaged or in any other office in the same state Government.
3. Selected candidates shall not have any right for regularization/ continuation in the service and his/her services shall be discontinued on joining of regular appointment by the recruiting agency or one year whichever is earlier.
4. The age of the candidate as on the date of interview should be 18 to 42 years.
5. The candidate must have passed 10+2 along with Hindi / Sanskrit upto metric level and computer knowledge. 30 words in English & 25 words in Hindi per minute.
6. Minimum 3 No. applicants for one post will be considered for viva.
7. Selected candidate shall be paid honorarium as per Government outsourcing policy.
8. Reservation of posts exists as per Haryana Govt. rules.
9. No TA/DA will be paid for attending the interview.
10. The undersigned reserves the right to cancel the interview/selection without any reasons.


19-2-16
Registrar,
For Engineer-in-Chief, Haryana
PWD B&R Branch, Chandigarh
1912

SEM-7

Employment Exchange compulsory Notification of vacancies act, 1959(section) of the Act Rule-4 of Rules 1960.

Form of Notification of Vacancies

1. Name & Address of the Employers Engineer-in-Chief, Haryana,
PWD (B&R) Branch, Plot No.
1&2, Nirman Sadan,Sec-33 A,
Chandigarh.
2. Telephone No. of the employer if any 0172-2618260
3. Nature of vacancies Contract Basis
Clerical Basis.
Clerk-cum-Computer Operator
Clerk-cum-Computer Operator
10+2 & Hindi upto Matric
Standard
- (a) Type of work required
(Designation of Post)
- (b) Description of duties
- (c) Qualification required
(i) Essential Typing knowledge in Computer
30 words in English & 25 words
in Hindi per minute
(ii) Desirable -
(i) Age Limit 18-42 Years
(j) Whether women are eligible Yes
4. No. of Vacancies 9 Posts

Reserved for

	Scheduled Caste	Backward Caste		Ex-servicemen	General Category	Physically handicapped	Total
		A	B				
Regular	-	-	-	-	-	-	-
Contractual	1- (Sport)	1 (Sports)	1- ESM	2- ESM- (Gen.) 1-ESM- (SC)	2	1	9

5. Pay & Allowance As per Govt. Outsourcing policy
6. Place of work & Name of town / Village Chandigarh.
7. Probable date by which the vacancy will be filled 9.04.2016.
8. Particulars regarding interview / test of applicant Will be intimated later on
- (a) Date of submit Papers/documents of qualification on prescribed Performa as enclosed .
- (b) Place of interview / test Plot No. 1&2, Nirman Sadan,
Sector-33 A, Chandigarh
Registrar
- (c) Designation & Address of the persons to whom applicants should report.
9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up the vacancy N.A
10. Any other relevant information Yes
- "Certified that the qualifications/ Experience prescribed for the post are in accordance with our Department Service Rules.

 19-2-16
Signature & Seal of Employer

To

The Deputy Director,
State Employment Exchange, Haryana,
Bays No. 55-58, Sector-2, Panchkula.

Application Form for engagement as Clerk-cum-Computer Operator in Haryana PWD B&R, Department.

Attach Photo

Name					
Father /Husband's Name					
Address					
Mobile No					
DOB/ Age					
Sex / Marital status					
Category (Gen/SC/BC-A/BC-B/ESM) Haryana Domicile (Attach Certificate for Reserved Categories.)					
Educational Qualification (from 10 th onwards Attach self Attested Certificates).					
Sr. No	Examination	University /Board	Total Marks Obtained	Max. Marks	Percentage

Experience in Govt. /Semi Govt./Department as Clerk-cum-Computer Operator (Attach certificate)				
Sr.No	Name of the Department	Post Held	Period	Remarks

Signature _____