

Walk in interview : 05.07.2023

Details of the posts and Eligibility Criteria:

Posts:

Group-B

- Administrative Officer - One Post

Group-C

- Personal Assistant - Two Posts (one post for the office and another for touring)

1) **Document:** The application should supported with complete bio-data, recent passport size photograph, experience certificates along with self attested copies of certificates/testimonials in duplicate.

2) **Age:** The candidate shall continue upto 65 yrs. age.
Upper age limit for selection should not exceed 63 yrs.

3) **Qualification:**

Group-B

Administrative Officer:-

- i. Experience of administration in Government/Boards/Corporations with knowledge of computer application and typing.
- ii. Hindi or Sanskrit upto Matric.

Group-C

Personal Assistant:-

- i. Matric, Shorthand (English-80wpm), Typing speed 25wpm in Hindi & 35 wpm in English on Computer.
- ii. Five years experience as personal Assistant.
- iii. Hindi or Sanskrit upto Matric.

4) **Contract:** The engagement of selected candidates shall be purely on contractual basis initially for a period of one year. Contract period can be changed without prior notice in case of special circumstances or found not suitable for assignment.

5) **Pay/ Remuneration:** 50% of remuneration prescribed for the post:-

Group-B

- Administrative Officer - Rs.27000.00 per month

Group-C

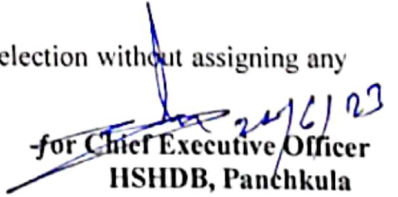
- Personal Assistant - Rs.18000.00 per month

6) The leave and TA/DA on tour shall be applicable as contractual employee.

7) Selected candidate(s) shall not have any right for regularization in the service.

8) **TA/DA:** No TA/DA will be paid for attending interview.

Note: The undersigned reserves the right to cancel the interview/selection without assigning any reason.


-for Chief Executive Officer
HSHDB, Panchkula