

# State Project Director, Samagra Shiksha, Chandigarh

Additional Deluxe Building, Sector 9, Chandigarh

Telephone No. 0172-5067076-80. Email: [ssautchd@yahoo.co.in](mailto:ssautchd@yahoo.co.in) [www.ssachd.nic.in](http://www.ssachd.nic.in)

## Employment Notice

Samagra Shiksha, Chandigarh invites applications from eligible candidates to fill up the post of Steno-Typist on **contract basis**:

Sr. No.	Name of post	No. of post vacant
1	Steno-Typist	1

The applicants may log on to the website of the society i.e. [www.ssachd.nic.in](http://www.ssachd.nic.in) for the requisite qualifications/general Instructions/other details etc. Applications in the prescribed proforma (available on the website) along with complete biodata, self attested photocopies of Educational Qualifications and Experience Certificate, recent passport size photograph and bank draft worth Rs. 500/- in favour of State Project Director, Samagra Shiksha, Chandigarh payable at Chandigarh may be sent to the office of The State Project Director, Samagra Shiksha, Establishment Branch, 3<sup>rd</sup> Floor, Additional Deluxe Building, Sector-9D, Chandigarh by 21.02.2020.

Dy. State Project Director(SS)-cum-DDSE  
For State Project Director (SS)-cum-  
Director School Education  
Chandigarh Administration

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## Employment Notice

Samagra Shiksha, Chandigarh invites applications from eligible candidates to fill up the post of Steno-Typist on **contract basis**:

### Steno-Typist- 1 post

**Qualification** Bachelor's Degree and proficiency in operation of computer (word processing and spread sheets) and a speed of 80 w.p.m in Stenography (English) and speed of 20 w.p.m in transcribing the same.

**Age limit:** 18-37 years (as on 01.01.2020)

**Remuneration:** Rs. 35640/- per month Consolidated (as revised from time to time by Samagra Shiksha, Chandigarh.)

### **Selection Criteria:**

Academic Qualification weightage	40 marks
Computer Proficiency (i.e. word processing and spread sheets)	25 marks
Stenography (English) and Transcribing Test	25 marks
Interview	10 marks
Total	100 marks

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Passport size  
photograph (self  
attested)

## Application Form

Name of the post : \_\_\_\_\_

1. Full Name : \_\_\_\_\_

2. Sex (Male / Female) : \_\_\_\_\_

3. Father's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Age : \_\_\_\_\_ Years \_\_\_\_\_ months \_\_\_\_\_ days

As on last date of receipt of applications

6. Category : \_\_\_\_\_

7. Permanent  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Correspondence  
Address & Email Id : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Detail of draft: Draft No. \_\_\_\_\_ dated: \_\_\_\_\_

Amount: Rs. \_\_\_\_\_ Name of the bank \_\_\_\_\_

10. Telephone / Mobile No. : \_\_\_\_\_

11. Educational Qualification:

Sr. No.	Examination	Maximum Marks	Mark obtained	Percentage	Year of Passing
1.					
2.					
3.					
4.					
5.					

12. Experience : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Candidate