

Employment Notice

Samagra Shiksha, Chandigarh invites applications from retired Senior Assistant or higher post of similar nature in Govt. Department – Punjab/Haryana/Chandigarh Administration/Central Govt. including Defence forces to fill up one post of the Senior Assistant (Establishment) on contract basis as per detail given below:

Minimum Qualification	Graduation
Experience	05 years as Senior Assistant or higher post of similar nature in Govt. Department – Punjab/ Haryana/ Chandigarh Administration/ Central Govt. including Defence forces
Age limit	The upper age limit for applying the post is upto 61 years as on 01.01.2025
Pay	Last pay drawn minus basic pension (as per instructions issued by GOI vide OM dated 09.12.2022 as adopted by DoP, Chandigarh Administration vide letter no.28/10/94-IH(7)-2022/10164 dt. 30.06.2022)
Documents required	He/She has to submit the proof of last pay drawn and copy of PPO issued by AG, Educational Qualifications, Experience Certificate along with proof of D.O.B duly attested by the Applicant
Computer proficiency	Proof of competency in the use of Computer Word & Excel shall be preferred.
Other Conditions	<p>a. He/she should not have a pending Chargesheet against him/her.</p> <p>b. He/she should not during the course of his employment be punished either under Minor or major penalty.</p> <p>c. He/she should not have a pending vigilance / departmental enquiry.</p> <p>Note: Certificate in support of pt. a, b and c above be obtained from the Department must be submitted alongwith application form.</p>

Selection criteria:

Experience	02 marks of each year in addition to the minimum experience subject to maximum 10 marks
Interaction	10 marks



State Project Director (SS)-cum-
Director School Education
Chandigarh Administration

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Samagra Shiksha, Chandigarh invites applications from eligible candidates to fill up the under mentioned posts on **contract basis**:

Sr. No.	Name of post	No. of post vacant
1	Senior Assistant (Establishment)	1

The applicants may log on to the website of the society i.e. 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 essential Educational Qualifications, Additional Qualification and Experience Certificate, proof of last pay drawn and copy of PPO issued by AG, 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 Chandigarh, Establishment Branch, 3rd Floor, Additional Deluxe Building, Sector-9D, Chandigarh by **25.02.2015**.


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Application Form

Name of the post : _____
1. Full Name : _____
2. Sex (Male / Female) : _____
3. Father's Name : _____
4. Date of Birth : _____
5. Age(as on 01.01.2024): _____ Years _____ months _____ days

Passport size
photograph (self
attested)

6. Date of Retirement : _____
7. Category : _____
8. Permanent Address : _____

9. Correspondence Address & Email Id : _____

10. Detail of draft: Draft No. _____ dated: _____
Amount: Rs. _____ Name of the bank _____

11. Telephone / Mobile No. : _____

12. Educational Qualification:

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

13. Computer Proficiency: _____

14. Experience : _____

Signature of Candidate