

No. 27/258-IH(7)-2011/ 2591
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 10/2/2011

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions,
Chandigarh Administration.

Subject: Criteria for Appointment to the post of Clerk/Steno-Typist.

Sir/Madam,

I am directed to address you on the subject noted above and to state that this department had been receiving references from various departments of Chandigarh Administration for fixing criteria for appointment to the post of Clerk/Steno-Typist. In order to maintain parity in all the departments of Chandigarh Administration, this department after careful consideration of the issue has evolved a criteria. A copy of the same alongwith application form is sent herewith for information and necessary action.

Yours faithfully,



Joint Secretary Personnel,
For Home Secretary,
Chandigarh Administration

Endst. No. 27/258-IH(7)-2011/ 2592 Dated: 10/2/2011

A copy alongwith a copy of its enclosures is forwarded to all Administrative Branches of Chandigarh Administration Secretariat for similar action.



Joint Secretary Personnel,
For Home Secretary,
Chandigarh Administration

STENO-TYPIST

The selection criteria will consist of following two stages:

1. Stenography Test : 90 Marks
2. Interview : 10 Marks

The total marks for selection should be 100.

Procedure to be adopted:

1. While inviting applications, the candidate will furnish the information in the prescribed format. At this stage no other supporting document will be required.
2. The stenography test will be 90 marks.
3. All the eligible candidates will be called for stenography test at the speed prescribed under the notified Recruitment Rules or by the Appointing Authority.
4. One mark will be deducted for each mistake.
5. At the time of appearing in the Interview, the candidate will have to furnish the self-attested copies of the certificates /degrees /proof of date of birth/educational qualification/caste and testimonials, etc.
6. Candidates equal to 03 times of the number of vacancies in each category will be called for interview on the basis of marks obtained in the stenography test as per merit.
7. The interview will be for 10 marks only.
8. The selection list, in order of merit, will be prepared by the committee on the basis of total marks obtained in the stenography test and interview.
9. No weightage will be given to any candidate on account of experience from any Govt./Body/Institute/Board etc.
10. Prior to the appointment the exercise done will be provisional and no one have any right to stake the claim for appointment as such.
