

**DEPARTMENT OF EXCISE AND TAXATION**  
**UNION TERRITORY, CHANDIGARH**

**RECRUITMENT NOTICE**

Applications on prescribed proforma are invited for filling up of 2 temporary vacant posts of Clerk (SC=1, Orthopedically Handicapped=1) in the pay scale of Rs.10300-34800 and Grade Pay of Rs.3200/- plus allowances admissible from time to time.

**Educational Qualification**

The minimum qualification for the post of Clerk is Bachelor of Arts, Commerce, Science or any other Degree equivalent thereto from a recognized university and proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 30 words per minute in English Typewriting.

**Age limit as on 01.01.2013**

1. 18 to 30 Years for SC
2. 18 to 35 Years of Orthopedically Handicapped having disability 40% or more (attach copy of certificate issued by the PMO).

The applications along-with self attested copies of testimonials with photographs (one pasted and one stapled) and one self addressed envelope (size 23 X 10 cm) with postage stamp of Rs.5/- affixed thereupon, should reach the office of Asstt. Excise & Taxation Commissioner, Additional Town Hall Building, 1<sup>st</sup> Floor, Sector 17, Chandigarh by **07.03.2013 upto 5:00 PM**. Incomplete applications and applications received after due date will not be entertained. Also, the Department will not be responsible for any postal delay.

Eligible candidates will be required to appear for test/interview before the Selection Committee for final selection on a date to be conveyed.

**Sd/-**  
**Excise and Taxation Commissioner**  
**Union Territory, Chandigarh**

## APPLICATION PROFORMA

Application for the post of \_\_\_\_\_

Paste recent  
self attested  
passport size  
photograph

1. Name of the Applicant (in Block letters): \_\_\_\_\_

2. Father's Name (in Block Letters): \_\_\_\_\_

3. Date of Birth (attach proof): \_\_\_\_\_

4. Age as on 01.01.2013: \_\_\_\_ Years \_\_\_\_ months \_\_\_\_ Days

5. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Contact No: \_\_\_\_\_

8. Educational Qualifications: -

S. No.	Educational Qualification (Exam Passed)	Name of Board/ University	Year of Passing	Percentage of Marks obtained	Division/Grade

(Attach certified copies of educational certificates)

9. Any other qualification/Knowledge of computers: \_\_\_\_\_

(attach certified copy of certificate/s)

10. Experience (if any): \_\_\_\_\_ (attach copy of certificate)

9. Nationality: \_\_\_\_\_

10. Category: \_\_\_\_\_ (Attach attested copies of proofs/certificates)

**Declaration:** I hereby declare that the information submitted in this application is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or in-eligible detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited.

Place:

Signature of applicant

Dated: