



**CHANDIGARH HOUSING BOARD**  
**8, JAN MARG, SECTOR 9, CHANDIGARH – 160009,**  
**Ph. 4601605, 4601822**

Advt. No. 01/2013

**APPOINTMENT NOTICE**

**Last date of receipt of application – 08.04.2013**

Applications are invited for the posts of Clerk in Chandigarh Housing Board in addition to the posts already advertised in the leading newspapers on 18 & 19.2.2012. The lists of eligible and ineligible candidates applied in response to the said advertisement have been placed in the web site of Chandigarh Housing Board i.e. [www.chandigarh.gov.in](http://www.chandigarh.gov.in). and also displayed in the notice board of Chandigarh Housing Board. The eligible candidates need not to apply again. No correspondence in this regard will be entertained.

The detail of posts is as under:-

No. of Posts	Category	Pay Scale
33	Gen = 10	10300- 34800 + GP 3200 with initial pay Rs. 13500/-
	SC = 05	
	OBC = 14	
	Ex-Servicemen = 03	
	P.H. (Ortho) = 01	

**Qualification, Experience and age**

*Bachelor's Degree from the recognized university or its equivalent and proficiency in operation of Computer (Word Processing and Spread Sheets) and to qualify in English typing test with 30 words per minute speed on computer.*

*The candidates who qualify the typewriting test will be called for written test i.e. (a) General knowledge including Mental Ability, Logical Reasoning, IT, Current Affairs, History, Politics, etc. (b) Proficiency in English Language and Grammar.*

*Age – 18 to 25 years as on 01.01.2013 (Relaxable for SC candidates up to 30 years & OBC candidates upto 28 years.*

*18-35 years for Physically handicapped category.*

*An ex-serviceman shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.*

**For Orthopaedically Handicapped Persons :** A person would be eligible for reservation in services/posts who may suffer from not less than 40% of relevant disability.

\* **The number of posts may increase or decrease depending on the approval from the competent authority.**

\*\* The prescribed application form for the post of Clerk containing terms and conditions are also available on the Web Site of Chandigarh Housing Board. i.e. [www.chandigarh.gov.in](http://www.chandigarh.gov.in).

The selection criteria will consist of following three stages:-

- i. Type writing test (Qualifying Test) ( i.e. at the speed of 30 WPM in English)
- ii. Written test : 90 Marks
- iii. Interview – 10 marks

**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. All the eligible candidates will be called for typewriting test at the speed of 30 w.p.m.(on computer). The typewriting test is a qualifying test only.
3. The candidates who qualify the typewriting test will be called for written test which will be the second stage.
4. There will be one paper only with two sections. The duration of the paper will be for 2 hours. Break up of marks section-wise as follows:-
  - a) *General knowledge including Mental Ability, Logical Reasoning, IT, Current Affairs, History, Politics, etc.* – 70 Marks
  - b) *Proficiency in English Language and Grammer* – 20 MarksTotal marks for written test - 90 marks
5. No candidate will be considered to have been qualified in the written test unless or until he/she obtains atleast minimum qualifying 28 marks out of 70 and 08 marks out of 20. i.e. the candidates will have to qualify the test by obtaining the minimum 36 marks in the ratio, ibid.
6. At the time of appearing in the interview which will be the third stage, the candidates will have to furnish the self attested copies of the certificates/degrees/proof of date of birth/educational qualification/caste and testimonials, etc.

7. Candidates equal to 03 times of the number of vacancies in each category will be called for the Interview on the basis of marks obtained in the written test as per merit.
8. The interview will be for 10 marks only.
9. The selection list, in order of merit, will be prepared by the committee on the basis of total marks obtained in the written test and interview.
10. No weight age will be given to any candidate on account of experience from any Govt./Body/Institute/Board, etc.
11. Prior to the appointment the exercise done will be provisional and no one have any right to the claim for appointment as such.

The applications in the prescribed format given below accompanied by non-refundable fee in the shape of bank draft of Rs. 500/- (For General Category & OBC) and Rs. 250/- (SC category) in favour of Chandigarh Housing Board, Chandigarh, complete in all respect should reach the Secretary, Chandigarh Housing Board, 8 Jan Marg, Sector 9, Chandigarh super scribing "Application for the post of Clerk" on the envelope on or before 8.4.2013. No fee will be charged from the physically handicapped /Ex-servicemen category candidates.

Canvassing in any form or bringing influence, political or otherwise will lead to disqualification of the candidate. The decision of competent authority of Chandigarh Housing Board in all matters relating to eligibility, acceptance or rejection of application, mode of selection and conduct of interview shall be final and binding on the candidates. Incomplete application or those without the prescribed fee or not in proper format or after due date will be summarily rejected.

No TA/DA will be admissible for written test /interview.

Secretary,  
Chandigarh Housing Board,  
Chandigarh.

Proforma

**Application for the post of Clerk**

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  
(in Christian Era) \_\_\_\_\_  
As on 01.01.2013 \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
4. Address  
(i) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
i) Postal Address \_\_\_\_\_  
Pin Code \_\_\_\_\_
5. Mobile No./Phone No., if any \_\_\_\_\_
6. Whether earlier applied for the post of clerk - Yes or No

Educational qualifications:

Sr. No.	Qualification	Name of Board/University	Year of Passing	Percentage of Marks Obtained.

7. Nationality
8. Category (SC/OBC/Gen/Ex-Ser)/P.H(OH)
9. Particulars of fee: Demand Draft No. .... Dated..... Amount  
.....Name of the Issuing Bank.....

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 ineligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited.

Dated.....

Signature of candidate

Place.....