

CHANDIGARH ADMINISTRATION
POLICE DEPARTMENT

(Addl. Deluxe Building, Police Headquarters, Union Territory, Sector 9, Chandigarh)

Applications on prescribed proforma (mentioned below) are invited by 27.09.2010 upto 5:00 pm from eligible candidates for filling up the posts of Clerk, on temporary basis in the Police Department for deployment in India Reserve Battalion as per details given below :-

Sr. No.	Name of the post and pay	Total No. of Posts	General	SC	OBC	Ex. Service man
1.	Clerks (Pay Band Rs.5910-20200 Plus Grade Pay Rs. 1900/-)	5	2	1	1	1

Educational Qualifications and Age

Minimum Education	Bachelor's Degree and proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 30 WPM in typewriting in English
Age	18 to 25 years (as on 01.01.2010)

AGE RELAXATION
(A) FOR SC/OBC

The candidates of Scheduled Castes and Other Backward Classes category will be given age relaxation of 5 years and 3 years, respectively.

(B) FOR DEPARTMENTAL CANDIDATES

Age relaxation for the departmental candidate working in Chandigarh Police only having rendered three year services on regular basis upto the age of 40 years in the case of general category candidate and upto the age of 45 years in the case of SC candidates.

(C) FOR EX-SERVICEMAN

The benefits of age relaxation to the Ex-Servicemen shall be given after deducting the period of service rendered in the Armed Forces from their actual age and adding three years thereto.

NOTE:- **The benefits of reservation to OBC would be given only when the concerned caste is included both in the Central Government list and Union Territory, Chandigarh list.**

HOW TO APPLY :

Applications in the place below proforma along with self attested copies of certificates/degrees/proof of date of birth, educational qualification, caste and testimonials and latest passport size self attested photograph duly pasted, should reach the Sr. Superintendent of Police Headquarters Addl. Deluxe Building (UT) Sector-9, Chandigarh by **27.09.2010** upto 5:00 PM accompanied by two self addressed envelopes (size 23X10 cm) with postage stamp of Rs. 6/- affixed each thereupon. Application received after the due date/time, by whatever mode, will not be entertained. Applications not received in the prescribe Performa or not accompanied by the requisite self attested copies of certificates/degrees/proof of date of birth/caste certificate/self attested photograph duly pasted/two envelopes duly stamped or incomplete applications or unsigned application etc. will be rejected straightway.

Government servants may apply through proper channel. There advance applications will be considered only if received through the respective Heads of Departments with No Objection Certificate as well as Departmental/ Vigilance clearance report within the prescribed period otherwise the same will be rejected straightway.

Eligible candidates for the post of Clerk will be required to appear for typing/computer test, written test and interview before the Selection Board on dates to be conveyed later on. The final selection will be made on the basis of marks obtained in the written test, typing/computer test and interview.

The Department reserves the right to reject/cancel any application without assigning any reason. The department also reserves the right to decrease or increase the number of vacancies.