



ESTABLISHMENT BRANCH-II

PHONE NO. 2755509- 5520

NOTICE

It is proposed to fill up 07 posts (UR-06 & SC-01) of Stenographer in Limited Departmental Competitive Exam quota in the Level-4 in the Pay Matrix under 7th CPC from amongst the Group-C employees of this Institute who fulfil the requisite eligibility criteria as per detail given below:-

Eligibility :- Group 'C' employees of the Institute possessing the following:-

- i) 12th class pass or equivalent qualification from a recognized Board or University.
- ii) Dictation @ the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.

Method of Selection:- Selection of eligible candidates shall be made by test in Stenography in the following manner:-

- i) Stenography test (English/Hindi) with 80 w.p.m. for 10 minutes will be conducted by the Institute with transcription time 50 minutes (English) 65 minutes (Hindi) on computer.
- ii) Candidate(s) placed on merit shall be appointed subject to clearance by the DPC.

NOTE :- The merit list once drawn up is only valid for that occasion. In other words for vacancies arising in the subsequent years, a separate examination will be held.

The applications of the eligible candidates on the prescribed proforma overleaf should reach in this office through proper channel **latest by 26.10.2019 (Saturday) upto 1:00 P.M.**

Application received after due date will not be considered and will liable to be rejected.

Dated, Chandigarh, the

DIRECTOR
PGIMER, Chandigarh.

Endst. No: EII (1)-PGI-2019/F-03

Dated: 16/10/19

1. A copy is forwarded to all Head of the Departments/Branches, PGIMER, Chandigarh for necessary action and circulation amongst the Group-C employees working under them.
2. The System Analyst, PGIMER, Chandigarh is requested to upload the same on PGI Website.
3. All notice Boards in PGIMER, Chandigarh.

Administrative Officer (E-II)
PGIMER, Chandigarh.

POST GRADUATE INSTITUTE OF MEDICAL EDUCATION AND RESEARCH,
CHANDIGARH

LAST DATE FOR RECEIPT OF
APPLICATION : 26.10.2019



1. Name of the Post applied for _____
2. Full Name in Block Letters _____
3. Father's/Husband's Name _____
4. Date of Birth _____
5. Sex _____
6. Date of Joining in PGI on regular basis & designation . _____
7. Correspondence Address _____

8. Whether belongs to SC/ST/OBC/others _____
9. Educational qualifications (alongwith certificate). _____

Certified that the information given in this application is true and correct to the best of my knowledge and belief and nothing has been concealed thereof.

(Signature of applicant)

Dated :- _____

Posting:- _____

Recommendations of the Head of the Department/Branch

Signature of the HOD with seal