

Civil Aviation Department, Haryana
3rd Floor, 30 Bays Building, Sector-17/B,
Chandigarh-160017.
www.haraviation.gov.in

CONTRACTUAL ENGAGEMENT

This office requires 01 number of post of Junior Scale Stenographer (SC category) and 01 number of Clerk (BC-B) category on purely **contract basis** in accordance with the Haryana Govt. Outsourcing Policy dated 06.04.2015 and amended from time to time on the wages fixed by the Deputy Commissioner, Chandigarh under the minimum wages Act for a period of maximum one year from the date of joining or till the regular selected candidates are provided by the HSSC (whichever is earlier).

Walk in Interview/typing/short hand test(s) at Civil Aviation Department, Haryana, 3rd Floor, 30 Bays Building, Sector-17/B, Chandigarh-160017 on 19/07/2017 at 10:00 AM

Details of Posts are as under:-

Sr. No	Post	No of Posts	Caste	Qualification	Age Limit	Pay and allowances:
1	Junior Scale Stenographer (English & Hindi)	1 (one)	SC	(i) 10+2 or its equivalent; (ii) Knowledge of Hindi/Sanskrit up to Matric standard; (iii) Proficiency of short-hand both in English and Hindi at a speed of 100/64 words per minute and transcription thereof at a speed of 15/11 words per minute respectively. (iv) Typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing	17 to 42 years	50% of the initial pay (pay in Pay Band+Grade Pay+DA as admissible from time to time) of fresh entrant regular employee after 1.1.2006 subject to minimum of Rs. 8100/- or as fixed by the State Govt. or D.C. Rate (whichever is higher)

			<p>speed would be tested on computers.;</p> <p>(v) The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Application (SETC).</p> <p>(vi) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Stenotypist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.</p> <p>(vii) The following qualifications are exempted from taking the State</p>		
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			<p>Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(i) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(ii) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(iii) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and</p> <p>(v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb.</p>	
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				Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.		
2	Clerk	1 (one)	BC-B	<p>(i) 10+2 or its equivalent;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed would be tested on computers.;</p> <p>(iv) The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Application (SETC).</p> <p>(v) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by</p>	17 to 42 years	50% of the initial pay (pay in Pay Band+Grade Pay+DA as admissible from time to time) of fresh entrant regular employee after 1.1.2006 subject to minimum of Rs. 8100/- or as fixed by the State Govt. or D.C. Rate (whichever is higher)

				<p>one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.</p> <p>(vi) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(i) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(ii) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of</p>		
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				<p>Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(iii) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and</p> <p>(v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and</p>	
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