

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

4th Floor, Deluxe Building, U.T. Secretariat, Sector 9-D, Chandigarh-160009

No. 34/129-IH(11)-2022/ 3220

Dated: 22/02/2022

Subject: Verification of Educational Certificates/Caste Certificates etc - appointment for the post of Steno-typist.

In continuation of this department's letter No. 34/129-IH(11)-2022/1416 dated 25.01.2022, the following candidate on the basis of merit list is being called for scrutiny of original certificates/documents on **23.02.2022** in **Room No. 431, 4th Floor, Deluxe Building, Chandigarh Administration Secretariat, Sector - 9 D, Chandigarh - 160009** as per following schedule:

Sr. No.	Name	Category/ Date of Birth	Marks obtained	Reporting Time	E-mail Address
1.	Joginder Kaur	OBC/ 02.01.1993	86	10:30 A.M	joginder94656@gmail.com


2. You should bring the following documents/certificates **in original** for verification and submit one set of self-attested copies of the documents/certificates for record of this department:

- (i) Date of birth as recorded in the **Matriculation/Secondary School Examination Certificate** for determining the age.
- (ii) **Educational Certificate (s)** i.e. Bachelor's degree from a recognized University/Institution, certificate of 10+2 standard or equivalent examination from a recognized Board/University.
- (iii) Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) - 80 hours from a Govt. recognized institution or a reputed institution which is an ISO 9001 certified or Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India or from NIELIT and its authorized institutions.

The candidates who have certificate/Diploma/Bachelor's or Master's Degree in Computer Science from any recognized Institution/University need not have ICT Skills course certificate.

- (iv) SC/OBC/EWS Certificates issued by the Competent Authorities.
- (v) Identity Proof (Adhaar Card/Voter Card etc.)
- (vi) NOC in case of Govt./Semi-Govt. employees.
- (vii) Photocopy of the application form submitted online.
- (viii) If you do not produce any of the above mentioned documents in original, one set of self-attested copies of the same, you will not be admitted for document verification under any circumstances.
- (ix) No Travelling Allowance will be paid by this department on your journey.
- (x) In case you fail to attend document verification, it will be presumed that you are not interested in the post and your candidature will be treated as 'cancelled'. No further correspondence will be entertained in this regard. The next candidate will be called on the basis of merit later on.

3. You are directed to follow COVID protocol strictly.


Superintendent Personnel,
for Special Secretary Personnel,
Chandigarh Administration.