

D.A.V. COLLEGE, SECTOR-10, CHANDIGARH

Applications are invited to fill up 01 permanent post of Clerk under Grant-in-Aid on prescribed form available on College website along with DD of Rs. 250/- in favour of Principal, DAV College, Chandigarh within 21 days from the date of advertisement. The candidates who have already applied in response to advertisement dated 08-07-2019 are required to apply afresh without any fee.

For other relevant information such as qualification, eligibility and pay-scale, visit the college official website <https://www.davchd.ac.in>

Principal

ELIGIBILITY CRITERIA

1. Post : Clerk
2. Education Qualification : Bachelor Degree from Recognised University and Complete ICT training course of duration of time 80 hrs.

PAY-SCALE

SALARY

SELECTION PROCEDURE:

a) **Written Test of all eligible candidates = 200 marks**
(Two papers of 100 marks each of 2 hours duration)

First Paper – (Morning Session)

English	-	40 marks
General Knowledge	-	40 marks
Computer Proficiency Test	-	20 marks

Negative marking
0.25 marks for each
wrong answer

Second Paper – (Evening Session)

Mathematics (upto 10 th level)	-	40 marks
Statistics (-do-)	-	30 marks
Aptitude (Reasoning)	-	30 marks
Verbal & Non-Verbal		

b) **Typing Test on Computer -** **Only Qualifying Test**
@ 35 words per minute **(No marks/Weightage)**

GENERAL INSTRUCTIONS:

The Demand Draft of Rs. 250/- should be submitted along with the application form in favour of Principal, DAV College, Chandigarh payable at Chandigarh.



S.No. _____

D.A.V. COLLEGE SECTOR-10, CHANDIGARH
D.A.V. COLLEGE MANAGING COMMITTEE
HEAD OFFICE : CHITRA GUPTA ROAD, NEW DELHI
FORM OF APPLICATION FOR EMPLOYMENT

1. Certified copies of testimonials should be attached.
2. Testimonials in original must be produced at the time of Interview/ Test.
3. Applicants who are called for Interview/ Test test will come at their own expenses.
4. The application should be sent under registered post through the present employer of the applicant, if any.
5. Educational qualifications should be given in detail as per Col. 13.

Passport
Size
Photograph

1.	Post for which you are applying							
2.	Name (In Block Letters)							
3.	Father's Name/ Husband's Name							
4.	(a) Gender	(b) Category						
	(c) Nationality	(d) Religion						
5.	Date of Birth	Age	Years	Months				
6.	Your present basic pay and allowances, State separately.	Basic Pay	Name and Amount of allowance	Total				
7.	Aadhar Card Number							
8.	PAN Card Number							
9.	Minimum salary acceptable							
10.	Your address at which a reply to this application, if any, may be sent.							
11.	Have you applied for the post in any other D.A.V. Institution also, if so, give name of that Institution.							
12.	Have you a good working knowledge of written and spoken Hindi/ Punjabi ? State the highest examination passed in Hindi.							
13.	Examination	Academic Qualifications						
		Subjects	Years	Divi.	Marks	% age of Marks	College	University
		Matric/ Hr.Sec.						
		BA/ B.Sc/ B.Com						
		M.A./M.Sc/MCom						
Others								

13. What games do you play ?
or similar distinctions achieved

14. Give the name of literacy / cultural
or similar other activities in which you are interested and distinctions, if any.

15. Give the names of office such as "Secretery",
"Captain" or "President" of a club or Society
held by you as student and as a teacher together
with the names of institutions at which these
offices were held.

16. Any other particulars that you may like to give.

17. Religious views.

18. Address

_____ E-mail : _____

Pin Code _____

19. Declaration : I solemnly declare that :-

- (i) The foregoing information is complete and correct, and I have never been dismissed from service in the Govt., any University, College, or any other Public or Private Organization.
- (ii) I have never been prosecuted, kept under detention or bound down/ fined, convicted by the Court of Law for any offence.
- (iii) I have enclosed DD No. _____ dated _____ amounting to Rs. 250/- (Rupees Two Hundred Fifty Only) in favour of "Principal, DAV College, Chandigarh" payable at Chandigarh.
- (iv) I am aware that non-submission of copy of this application form (in original) along with certified copy of Certificates, Demand Draft and other documents within 21 days from the date of advertisement will make me ineligible for the said post.

Please : _____

Date : _____

(Signature of Applicant)