

CHANDIGARH CITY BUS SERVICES SOCIETY
UNDER THE AEGIS OF CHANDIGARH TRANSPORT UNDERTAKING
UNION TERRITORY, CHANDIGARH

ADVERTISEMENT FOR RECRUITMENT ON CONTRACT BASIS

Applications are invited on the prescribed format online only by 23/01/2020 from eligible candidates for appointment as **Senior Assistant and Personal Assistant on contract basis**. The qualifications, salary etc are as follows:-

Senior Assistant: (One Post)

Educational Qualification:-

- (a) Graduation in any stream
- (b) Minimum 10 years experience as Sr. Asstt./ Supdt. in the Govt./Public undertaking/ autonomous body

Age: upto 65 years as on 01.01.2020

Salary: DC rates @ Rs. 28214/- per month as applicable from time to time.

Period of Contract: The appointment will be made purely on contract basis for a period of five years.

Personal Assistant: (One Post)

Educational Qualification:-

- (a) Graduation in any stream
- (b) One Year Computer Application diploma from recognized university
- (c) Minimum 5 years experience in the Govt./Public undertaking/ autonomous body
- (d) Typing Speed in computer 40 W.P.M
- (e) Steno Typing Speed 100 W.P.M

Age: The age limit for the post of 18-37 years as on 01.01.2020

Salary: DC rates @ Rs. 29557/- per month as applicable from time to time. **Period of**

Contract: The appointment will be made purely on contract basis for a period of five years.

INSTRUCTIONS

1. Only online applications are accepted. No application will be received by hand or through courier/ speed post.
2. Candidate should apply online on the prescribed format available on chdctu.gov.in.
3. Candidate should fill application form carefully and check all details thoroughly before submitting it. CCBSS will not be responsible for any incorrect/wrong entry filled in by the candidates and he/she will be responsible for any consequences on this account.
4. Shortlisted candidates will be invited for Test / Interview through e-mail or by post. Therefore, candidates are requested to provide their e-mail IDs and correspondence address correctly.
5. Candidate must write in his name, Address, Education Qualifications, Experience in the relevant field and any other details that can give benefit to him/her. Also please paste a recent passport photograph on the relevant place of the resume format. Uploaded resume must be in PDF format only. (Prescribed resume format is given below).
6. Every successful submission will be allotted a unique application ID printed on the application form containing the other details filled in by the candidate; all future communications will be based on the application ID.
7. In case of large number of applications, CCBSS reserves the right to evaluate the resumes and call only shortlisted candidates for test/interview. No TA/DA will be paid for attending the test/interview.
8. THE POST OF **SENIOR ASSISTANT** (ONE POST) AND **PERSONAL ASSISTANT** (ONE POST) ON CONTRACTUAL BASIS FOR A PERIOD OF FIVE YEARS.
9. Last date for submitting application online is 23/01/2020

RESUME FORMAT

65

1. Name :
 First Name Middle Name Surname

2. Father's Name:

3. Sex:

4. Date of Birth:
 D D M M Y Y Y Y

5. Nationality:

6. Marital Status: Married Un-Married

Space for recent
passport size
photograph

7. Permanent Home Address :

8. Correspondence Address:

9. Telephone/ Mobile No.:

10. Email Id:

11. Category:

Whether Person with Disability:

Yes No

12. Educational Qualifications:

Name of the exam passed	Name of Board/ University	Class/ Division	Percentage of Marks	Year of passing	Subjects taken

13. Details of experience, if any:

Name of the Employer	Date of Joining	Date of Leaving	Designation & Nature of duties	Scale of Pay and Salary Last Drawn

14. Any other Details:

I hereby declare that above information & pre-page are true, complete and correct to the best of my knowledge and belief.

I understand and agree that in the event of any information being found false/ incorrect or ineligibility being detected at any time before or after the selection/ examination/ interview, punitive action including termination of the services may be taken against me and I shall be bound by the decision of the employer.

Signature