

HARYANA VIDHAN SABHA SECRETARIAT

CHANDIGARH
(Advertisement No. 1/2021)

Applications are invited on prescribed format for one post of Telephone Operator, one post Telephone Attendant, one post of Hindi Typist and two posts of Clerk, so as to reach the Secretary, Haryana Vidhan Sabha Secretariat, Chandigarh within 15 days from the date of publication of this advertisement. The age of applicant shall not be less than 17 years or more than 42 years on the last date prescribed for submission of application. Upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Ex-Servicemen as per the Rules/Government instructions. Requisite qualification/experience, other conditions and prescribed format may be downloaded from official website:- www.haryanaassembly.gov.in. www.HaryanaJobs.in

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R.K. NANDAL,
SECRETARY

HARYANA VIDHAN SABHA SECRETARIAT

Sector-1, Chandigarh

FOR OFFICE USE ONLY

Roll No. _____ Scrutiny By _____

APPLICATION FORM

IMPORTANT INSTRUCTIONS

1. Please read instructions/note given in advertisement carefully before filling in each column.
2. Use only Black/Blue ball pen to fill the Form.
3. A passport size photograph duly attested.
4. The name of post applied for may also indicated on the envelope.

Paste here
your stamp
size latest
photograph

Advt. No. _____ **Serial No.** _____ **Name of Post applied** _____

1. CANDIDATE'S NAME _____

[in capital letters as given in Class X Certificate (In English)]

2. FATHER'S/HUSBAND'S NAME _____

[in capital letters as given in Class X Certificate (In English)]

3. Date of Birth Date Month Year

4. Correspondence Address

5. Educational Qualifications

Educational Qualifications	Year of passing	Marks Obtained	Total Marks	% age	Division	Name of Board/University	Subject

6. Speed in typing _____

7. Experience, if any _____

8. Whether belong to SC/ST/BC category /Ex- Serviceman _____

9. Any other information which the candidate consider relevant _____

Place: _____

Date: _____

(SIGNATURE OF THE CANDIDATE)

(Unsigned application will be rejected)

Sr. No.	Nomenclature of the post	Number of the post(s)	Pay scale of the post	Qualification/ Experience
1.	Telephone Operator	One	Pay Matrix Level-4 with start of Rs.25500/- + Rs.40/- as Special Pay	<p>i) Matric</p> <p>(ii) The candidate should have good physique, good hearing ability to converse fluently and politely in English and in Hindi. Clear voice and be free from colour blindness</p> <p>(iii) Have practical experience in operating the PBX or office experience of more than one year.</p> <p>iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education</p>
2.	Telephone Attendant	One	Pay Matrix Level-4 with start of Rs.25500/- + Rs.40/- as Special Pay	<p>(i) Matric 1st Division; or</p> <p>(ii) Graduate of a recognized University;</p> <p>(iii) Ability to speak fluently Hindi and English;</p> <p>(iv) Knowledge of Hind/ Sanskrit upto Matric or higher education.</p>
3.	Hindi Typist	One	Pay Matrix Level-2 with start of Rs.19900/- + Rs.40/- as Special Pay	<p>i) Matric 1st Division or Higher Secondary/ Intermediate/ 10+2 (Vocational) Second Division or Graduate of recognized University;</p> <p>For Ex-Servicemen:- Matric or fifteen years Service in the Army and Army Certificate Class-I;</p> <p>ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education; and</p> <p>iii) Speed of 25 words per minute in Hindi typewriting.</p>
4.	Clerk	Two	Pay Matrix Level-2 with start of Rs.19900/- + Rs.40/- as Special Pay	<p>ii) Matric 1st Division or Higher Secondary/ Intermediate/ 10+2 (Vocational) Second Division or Graduate of recognized University;</p> <p>For Ex-Servicemen:- Matric or fifteen years Service in the Army and Army Certificate Class-I;</p> <p>ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education; and</p> <p>iii) Speed of 30 words per minute in English typewriting or 25 words per minute in Hindi/ Punjabi typewriting.</p>

- Note: -**
- (i) The candidate must ensure his eligibility for the post before applying.
 - (ii) The candidates already serving in any Govt. Department should apply through proper channel.
 - (iii) For the post of Hindi Typist and Clerk preference will be given those candidates who have vast knowledge of computer.
 - (iv) Applications should be accompanied by self attested copies of the certificates etc. Incomplete applications will be rejected summarily. Haryana Vidhan Sabha Secretariat will not be held responsible for any delay caused due to the Post and Telegraph Department.

**R.K. NANDAL,
SECRETARY**