



Applications are invited for appointment (purely on contract basis) initially for a period not exceeding six months or till the regular selected candidates are appointed, which-ever is earlier on wages as fixed by the Deputy Commissioner under the Minimum Wages Act for the posts as per details given below:-

**1. Jr. Accountant:-10 Nos.**

- i) B.Com 1<sup>st</sup> Division
- ii) One year experience in Accounts in reputed commercial organization.
- iii) Knowledge of Hindi upto Matric standard.
- iv) Age-17-40 years.

**2.Clerk:-08 Nos.**

- i) Matric 1<sup>st</sup> Division/Higher Secondary/Intermediate/10+2 (vocational) Second Division/Graduate or its equivalent. (for ex-service-men Matric only)
- ii) Knowledge of Hindi upto Matric.
- iii) Hindi/English typing at a speed of 25/30 w.p.m. respectively. Preference will be given to those having Computer knowledge.
- iv) Age-17-40 years.

**3. Peon:-04 Nos.**

- i) Middle Pass with Hindi.
- ii) Age-17-40 years.

**4. Steno-typist:- 05 Nos.**

**a)Steno-typist (English):- 03 Nos.**

- i) Matric 1<sup>st</sup> Division/Higher Secondary Second Division/Intermediate Second Division/Graduate or its equivalent.
- ii) Knowledge of Hindi upto Matric.
- iii) English shorthand at 80 w.p.m. & typing speed 15 w.p.m.
- iv) Preference will be given to those having computer knowledge and knowledge of Hindi shorthand/typing.
- v) Age-17-40 years.

**b)Steno-typist (Hindi):- 02 Nos.**

- i) Matric 1<sup>st</sup> Division/Higher Secondary Second Division/Intermediate Second Division/Graduate or its equivalent.
- ii) Knowledge of Hindi upto Matric.
- iii) Hindi shorthand at 64 w.p.m. & typing speed 11 w.p.m.
- iv) Preference will be given to those having computer knowledge and knowledge of English shorthand/typing.
- v) Age-17-40 years.

Application accompanied with the attested copies of certificates/testimonials must reach the office of Managing Director, Haryana Tourism Corporation, SCO 17-19, Sector-17B, Chandigarh, latest by 25.1.13. For further details, log on to [www.haryanaturism.gov.in](http://www.haryanaturism.gov.in) and download the form.

Issued by Director General, Haryana Tourism

**FORM**

Application for the post of \_\_\_\_\_

1. Name -----

2. Father's/ Husband Name -----

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3. Date of birth -----

4. Qualifications -----

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5. Experience -----

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6. Postal Address -----

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7. Permanent Address -----

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8. Mobile Number -----

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Signature