

## CENTRAL BOARD FOR WORKERS EDUCATION

(A Central Autonomous Body under Ministry of Labour Employment, Government of India)


### APPLICATION ARE INVITED FOR THE POST OF LOWER DIVISION CLERK

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| Last date of receipt of application    | 30 days from the date of update the website.   |
| Number of Vacancy                      | One (1) Post for Unreserved  |
| Place of Posting                       | Central Board for Workers Education, Regional Directorate, No.1, Madrampura, Mazdoor Nagar, Ajmer Road, Jaipur-302006  |
| Qualification (Lower Division Clerk)   | (i) (10+2) or Equivalent Examination<br>(ii) Certificate of Competent Government Body for Speed of 30 WPM in English Type writing<br>(iii) Diploma in Computer Application from reputed Institution<br><br>Desirable :<br>Knowledge of typing in Hindi Language supported by Certificate from competent Government Body. |
| Pay Scale PB-1                         | Rs.5200-20200 + Grade Pay Rs. 1900/-   |
| Age Limit                              | Not exceeding 27 years<br>As on the date of 01.01.2015. Relaxation as per Government Rules   |
| Enclosures to be sent with application | Copies of Certificates of Educational Qualifications and experience, Demand Draft Payable at Jaipur for Rs.150/- towards application fee drawn in favour of Regional Director Central Board for Workers Education, payable at Jaipur. No other mode of payment is acceptable   |
| How to apply                           | Applications complete in all respects in the format given along with enclosures should be sent to the Regional Director, Central Board for Workers Education, No.1, Madrampura, Mazdoor Nagar, Ajmer Road, Jaipur 302006(Raj.)   |
|  | Persons employed in Government/ Public Sector undertaking/ Autonomous Bodies must apply through proper channel or produce No Objection Certificate at the time of Interview, Departmental candidates   |

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|  | of CBWE should submit their application through proper channel  |
|  | Original Certificates will be verified at the time to Interview.  |
|  | Candidates must ensure that no column in the application form is left blank or wrongly filled, as the information furnished therein would be used for deciding the eligibility and suitability of the candidate for being called for the interview. |
|  | If any information given is found to be incorrect at any stage, the candidature is liable to be cancelled. If employed, the service will be terminated and legal action instituted.   |

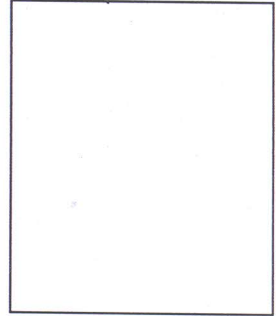
### OTHER INFORMATION

1. The Central Board for Workers Education will not be responsible for the postal delays.
2. Candidates should paste and not staple or pin their recent photograph on the application form.
3. No change in the correspondence address once given will be entertained.
4. Central Board for Workers Education will not enter into correspondence with the candidates about reasons for their non-selection, or any other matter.
5. Canvassing in any form will disqualify a candidate.
6. Incomplete application and those received after due date for any reasons, will be rejected forthwith and no claim or refund of fee shall be entertained.
7. Candidates will have to attend the interview at their own cost. NO TA/DA will be paid
8. The selected candidates are liable to be posted anywhere in India.

  
(O. M. Meena)  
Regional Director

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK**

**Last Date for Receipt of the application 23.01.2015**



Draft No.: \_\_\_\_\_ Date \_\_\_\_\_

If exemption claimed (Yes/No) \_\_\_\_\_

Certificate enclosed (Yes/No) \_\_\_\_\_

|     |   |  |
|-----|---|--|
| 1.  | Name in Full (Block Letter  |  |
| 2.  | Father's/Husband's Name   |  |
| 3.  | Nationality   |  |
| 4.  | Date of Birth   |  |
| 5.  | Age as on _____   |  |
| 6.  | Category  |  |
| 7.  | Academic Qualification  |  |
| 8.  | Experience (if any)   |  |
| 9.  | Present Postal Address for<br>correspondence with pin code and<br>telephone No. |  |
| 10. | Languages known   |  |
| 11. | Typing Speed (Enclose Certificate)  |  |

**DECLARATION**

Certified that the information given above is true to the best of my knowledge and belief, I understand that I shall be liable for legal action by the Central Board for Workers Education, if at any stage it is found that the information furnished by me herein above is incorrect. Certified that I have read the advertisement carefully and agree to the terms and conditions of the application.

Place :

(Signature of the Candidate)

Date :

Name ;

Note : Attested photo copy of certificate/document in support of Sr.No.4,6,7 and 8 above be enclosed.