

CENTRAL TIBETAN SCHOOLS ADMINISTRATION, DELHI

(An autonomous organization under the Department of School Education and Literacy, Ministry of Human Resource Development, Govt. of India)

Advertisement No. 10-1/2018-CTSA (P/E) (Contractual)-01

VACANCY NOTIFICATION PURELY ON CONTRACTUAL BASIS

Applications are invited from the **Indian Nationals** for the following posts **purely on contractual basis** for its Hq. Delhi :

S.	Name of the Post	Mode of selection	Vacancies (including anticipated) and Category	Age Limit to be reckoned as on 28.2.2018	Remuneration Per Month (Fixed)
1	Assistant	Purely on Contractual Basis	03	35 years	18,500/-
2	Stenographer Grade -C	Purely on Contractual Basis	02	35 years	18,500/-
3	Stenographer Grade-D	Purely on Contractual Basis	02	27 years	17,604/-
4	Upper Divisional Clerk	Purely on Contractual Basis	02	35 years	17,604/-

For details of eligibility criteria and other instructions please visit our website www.ctsa.nic.in

DIRECTOR/CHAIRMAN

CENTRAL TIBETAN SCHOOLS ADMINISTRATION, DELHI

DETAILED ADVERTISEMENTS ON CONTRACTUAL BASIS

Advertisement No. : 10-1/2018-CTSA (P & E) (Contractual -01)

Applications are invited from the **Indian National** for the following posts on **purely contractual basis**:

1	Name of the Post	ASSISTANT
	Number of Post /Category	03
	Fixed Remuneration per month	18,500/-
	Method of engagement	Purely on Contractual basis
	Age Limit	35 Years
	Essential Qualification And Experience	<p>Essential Qualifications</p> <p>A. EDUCATIONAL</p> <p>1. Bachelor's Degree from a recognized</p> <p>B. Experience :</p> <p>Candidates having at least seven years' experience as UDCs in the pay scale of Rs. 5200-20200 with GP of Rs. 2400/- or analogues post in Central /State Govt./Central State Autonomous/statutory organization or reputed private organization.</p>
2	Name of the Post	STENOGRAPHER GRADE 'C'
	Number of Post /Category	2(Two)
	Fixed Remuneration per month	18,500/-
	Method of Recruitment	Purely on Contractual basis
	Age Limit	35 Years
	Essential Qualification and Experience	<p>(1) Graduate from a recognized University</p> <p>(2) Dictation 10 mts @ 100 w.p.m Trans : 40 mts (English) 55 mts (Hindi)</p> <p>Working knowledge of computers programmes such as Windows, MS office, Fox base/Fox Pro, Unix and use of internet.</p> <p>Experience :</p> <p>05 years' experience as Stenographer grade 'D' in Central /State Govt./Central State Autonomous / statutory organization or reputed private organizations.</p>
3	Name of the Post	STENOGRAPHER GRADE 'D'
	Number of Post /Category	2 (Two)
	Fixed Remuneration per month	17,604/-
	Method of Recruitment	Purely on Contractual basis
	Age Limit	27 Years, relaxable as per Govt. of India rules (Ten years age relaxation for CTSA employees)
	Essential Qualification and Experience	<p>(1) Graduate from a recognized University</p> <p>(2) Dictation 10 mts @ 80 w.p.m Trans : 50 mts (Englsih) 65 mts(Hindi)</p> <p>Working knowledge of computers programmes such as Windows, MS office, and use of internet.</p>

4	Name of the Post	UPPER DIVISIONAL CLERK
	Number of Post /Category	02
	Fixed Remuneration per month	17,604/-
	Method of Recruitment	Purely on Contractual basis
	Age Limit	35 Years
	Essential Qualification and Experience	(1) Bachelor's degree from a recognized University Experience : Five years' experience as LDC or equivalent grades in Central/State Govt./ Central State Autonomous/statutory organization or reputed private organizations.

- All the contractual engagement will be done for CTSA Hq Office at Delhi .
- The administration reserves the right to fill or not to fill the above mentioned posts without assigning any reasons.
- Age shall be reckoned as on 28.02.2018
- Self-attested copies of certificate in support of Educational qualifications, Experiences and Date of Birth to be enclosed with the application.
- Any application with incomplete/blank information/ send through email/fax/unsigned will be rejected.
- Application (on prescribed format available on our website mentioned above). Typed on one side of A-4 paper containing the details viz , Post, Name, Date of Birth, Nationality, Educational/ Professional qualification, Experience, Address with Phone No., Signature and a Photograph accompanied by self-attested photocopies of Educational/Professional Degree/ Diploma and experience, must reach to the **Director, Central Tibetan Schools Administration, ESS ESS PLAZA, Community Centre, Sector-3, Rohini, Delhi -110085**, within **15 days** of publication of this advertisement in New Paper . The application must be send in an envelope containing the **name of the post applied for contractual basis & serial no. of the post on the top of the envelop**. The applications received after the last date of submission, shall not be entertained.
- The shortlisted candidate will be called for interview/trade test through telephone/ email.
- On engagement for contractual in this administration does not have any right for regular appointment.
- No TA/DA will be admissible to attend the interview/trade test.
- The contractual engagement will be done for **11 months** only.

DIRECTOR/CHAIRMAN

PROFORMA FOR APPLICATION ON CONTRATUAL BASIS

Application for the post of _____

Advt. No. _____

Sl. No. of post _____

BIO -DATARecent passport
size photograph
(self-attested)

1. Name (In Block Letters):
2. Father's/Husband's Name:
3. Date of Birth:
4. Age as on 28.02.2018:
5. Nationality:
6. Whether belongs to SC/ST/OBC/PH/Ex-serviceman:
7. Postal Address.
.....
8. Permanent Address:
.....
9. Mobile Number:
10. Email address:
11. Educational Qualification: (Matriculation Onwards) *A separate sheet may be used if the space available at below is less.*

Sl. No	Exam Passed	Board/ University	Year of Passing	%age of marks	Division	Subject/Specialization
1.						
2.						
3.						

12. Experience: *A separate sheet may be used if the space available at below is less.*

Sl.	Name of The Employer	Name of the post	Pay Band and grade Pay	Present Basic Pay and Total pay.	Date of Joining	Date of Leaving	Nature of duties Assigned/ performed
1							
2							
3							

13. Any other relevant information if any:

Declaration

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld. If any information found wrong/incorrect at any stage my candidature will liable to be terminated at any time without assigning any reason thereof.

Place:

Date:

(Signature of the Candidate)

(Name of the candidate in Capital letters)

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....