

**DIRECTORATE OF TECHNICAL EDUCATION,**  
**PEC UNIVERSITY OF TECHNOLOGY CAMPUS,**  
**SECTOR-12, UT, CHANDIGARH.**

**OTHER ELIGIBILITY CONDITIONS**

1. Applications are invited to fill up the following six posts of Instructors on Contract basis on consolidated fixed contractual amount i.e Initial Pay+DA in the pay scale of Rs. 10300-34800+4600 Grade Pay (initial start of Rs. 18030/- per month +DA). Selection of candidates will be purely on merit of written test. No interview will be conducted:-

Sr. No.	Name of Post	Reserved for	No. of Posts
01.	Instructor (Stenographer and Secretarial Assistant-English)	UR	01
02.	Instructor (Stenographer and Secretarial Assistant-English)	OBC	01
03.	Instructor (Dress Making)	UR	01
04.	Instructor (Finance Executive)	UR	01
05.	Computer Instructor	UR	01
06.	Instructor (Stenographer and Secretarial Assistant-Hindi)	UR	01

2. No other allowances shall be admissible.
3. The period of contract shall be six months which can be extended by another term of six months. No other extension will be given.
4. Age as on 1.1.2022 to 37 years (relax able for **Govt. Servant in accordance with the instructions issued by the Chandigarh Administration from time to time**).
5. Last date for submission of online applications along with self-attested copies of testimonials is 12-02-2022 latest by 4.00P.M.
6. Written Test will be conducted for all the applicants on the basis of the Declaration, as submitted by the candidates regarding their overall eligibility/suitability for the post at the time of applying. The candidature of the applicants appearing in the Merit List will be further scrutinized on the basis of their original Testimonials/Certificates/Experience, etc. by the Selection Committee constituted for the purpose. In case, any candidate is found ineligible by the Selection Committee, his/her candidature will be out rightly cancelled and he/she will not have any claim regarding selection to the post.
7. Syllabus for Written Test is given below.
8. Merit List of the candidates on the basis of their written test will be uploaded on the website : <http://witi11.in>
9. Venue of Exam, Date and Reporting time/time of written test will be conveyed online.
10. **Qualifications.** For the post/experience : Details are available on website.
11. **Experience in trade / field after passing technical qualification:-**

**One year** for Degree, **Two year** for Diploma and **three years** for National Trade Certificate/National Apprentice Certificate. The experience should be in the Industrial concern/Training Institute/Govt. Department. If, a candidate has done Degree/Diploma after passing out NTC/NAC, he should have one /two years' experience respectively in the relevant field. In case of private organization /industry the experience will be verified by the Labour Department and in case of teaching Institutions by appropriate authority before issuing the appointment letter.

**Experience:**The experience should be in the Industrial concern/Training Institute/ Govt. Department. In case of private organization /industry the experience will be verified by the Labour Department and in case of teaching Institutions by appropriate authority before issuing the appointment letter.

12. Syllabus for Written Test for eligible candidates only is given as under:-

Written Test-syllabus designed by NCVT for respective trade	- 60 marks
Written Test-syllabus designed by NCVT for CITS respective trade	- 40 marks
<b>Total</b>	<b>- 100 marks.</b>
Selection criteria approved by the competent authority	- Photocopy attached.

13. For Candidates appearing in the Written test for the Post of Instructor (Stenographer and Secretarial Assistant-English & Hindi) on Contract Basis:- The candidates desirous appearing in Written Test for the post of Instructor (Stenographer and Secretarial Assistant-English and Hindi) will also have to additionally appear in the separate compulsory Stenography Test (English and Hindi) at a speed of 120 words per minute to be transcribed at a speed of 40 words per minute on computers. Mistakes upto 5% will be allowed to qualify the Stenography Test.

Note:- No TA/DA will be paid to the candidates for appearing the Written Test.

Sd/-  
Director, Technical Education, U.T,  
Chandigarh.