

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

PUBLIC APPOINTMENTS

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):-

Sr. No.	Name of Post	Reserved for	No. of Post
1.	Instructor (Stenographer and Secretarial Assistant-English)	UR	01
2.	Instructor (Stenographer and Secretarial Assistant-English)	OBC	01
3.	Instructor (Dress Making)	UR	01
4.	Instructor (Finance Executive)	UR	01
5.	Computer Instructor	UR	01
6.	Instructor (Stenographer and Secretarial Assistant-Hindi)	UR	01

No other allowances shall be admissible. The period of contract shall be six months which can be extended by another term of six months. No other extension will be given.

The online application form along with scanned photos & signatures and application fee, etc. can be submitted by the eligible candidates up to 4.00 P.M. latest by 12-02-2022 on the online web portal <http://witi11.in>. along with online application fee (non-refundable) @ Rs. 1000/- per post for General candidates and @ Rs. 500/- per post for SC/ST/Ex-Serviceman/PWD candidates. No other Document/Certificate/Testimonial, etc. regarding qualifications and experience, etc. of the applicants is required to be uploaded. Only in case of successful applicants, these documents will be scrutinized by the Selection Committee later on after the declaration of the Result of Written Test. In case, any successful applicant is found ineligible after the scrutiny of his/her documents by the Selection Committee, the candidature of such candidates will be out rightly rejected and they will have no claim whatsoever in this regard.

Other eligibility conditions, qualifications, experience and selection criteria along with application Performa etc. can be viewed/downloaded from the above website along with DTE, UT website www.chdtechnicaleducation.gov.in.

NOTE: No TA/DA will be paid to the candidates.

Sd/-

Director Technical Education,
Union Territory, Chandigarh.

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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 or before (date to be decided later on) on the website : <http://witi11.in>
9. Date and time of written test will be conveyed later on. Reporting time for candidates (to be conveyed later on)
10. Venue: To be intimated later on
11. **Qualifications.** As per Annexure-I attached.
12. **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.

For Instructor (Finance Executive):- A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience in the relevant field 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.

13. 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
Total	- 100 marks.
Selection criteria approved by the competent authority	- Photocopy attached.

14. 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 30 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.

Annexure-I

QUALIFICATIONS & EXPERIENCE

1. <u>Instructor (Stenographer and Secretarial Assistant-English)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- National Trade Certificate / National Apprenticeship Certificate in the trade with three years' experience in the relevant field.
c) Experience in trade / field after passing technical qualification: - Three years for National Trade Certificate/National Apprentice Certificate.
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
2. <u>Instructor (Stenographer and Secretarial Assistant-English)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- Diploma (AICTE approved) in relevant field with two years' experience in the relevant filed. OR Degree from recognized university in the relevant filed with one year experience in the relevant field.
c) Experience in trade / field after passing technical qualification: - One year for Degree, Two year for Diploma.
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
3. <u>Instructor (Dress Making)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- “Four Years Degree in Fashion & Apparel Technology/ Three Years Diploma in Dress Making /Garment Fabricating Technology/Costume Designing from AICTE. OR National Apprenticeship Certificate in the trade or National Trade Certificate in the trade and National Craft Instructor Certificate (for those trades where courses under Craft Instructor Training courses are available) with three years' experience in the relevant field.
c) Experience in trade / field after passing technical qualification:- One Year for Degree and Two Years for Diploma & Three years for National Trade Certificate/National Apprentice Certificate.
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
4. <u>Instructor (Finance Executive)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- Post Graduate/Graduate in relevant areas. Smart, presentable and having good communication skills.
c) Experience in trade / field after passing technical qualification:- A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience The experience will be considered for having worked in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
5. <u>Computer Instructor</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- Graduate in Engineering or Graduate in Computer Science with at least one year experience. OR Diploma in Computer Engineering with 2 years' experience. OR NTC/NAC in COPA with 3 years' experience.
c) Experience in trade / field after passing technical qualification:- The experience should be in a reputed Industrial concern or in Training Institute. The experience will be considered for having worked in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.

6. <u>Instructor (Stenographer and Secretarial Assistant-Hindi)</u>	
a)	Academic Qualifications:- 10 th Class Pass
b)	Technical Qualifications:- National Trade Certificate / National Apprenticeship Certificate in the trade with three years' experience in the relevant field.
c)	Experience in trade / field after passing technical qualification: - Three years for National Trade Certificate/National Apprentice Certificate.
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.	
Sd/- Director, Technical Education, U.T., Chandigarh	

ONLINE APPLICATION FORMAT

Application for the post of: _____
(Please all information in block letters)

1.	Name of the Applicant			
2.	Father’s/Husband’s Name			
3.	Date of Birth			
4.	Age as on 01.01.2022	Years:	Months:	Days:
5.	Postal Address			
6.	Permanent Address			
6.	Email id			
7.	Mobile Phone Number			
8.	Category			

Academic Qualifications:

Exam passed	Board	Subjects/Area of specialization	Year of passing	Max. marks	Marks obtained with percentage
10TH					
12TH					
GRADUATE					
POST GRADUATE					

Technical Qualifications

Exam passed	University/Board	Area of specialization	Year of passing	Max. marks	Marks obtained with percentage
NTC/NAC					
CITS					
DIPLOMA					
DEGREE					

EXPERIENCE:-

Office/Instt./Firm	Govt./Semi Govt./ Pvt. organization ISO 9001 Please Specify	Post Held	Period		Total Experience		Salary	Nature of Duties
			From	To	Years	Months		

DECLARATION

I hereby declare and certify that the information mentioned above in this online application is true and correct to the best of my knowledge and belief and in case, any information is found to be incorrect later on after scrutiny of my documents/testimonials/certificates/experience, etc., I will abide by the decision of the Selection Committee. In this regard, I further understand that my candidature will be out rightly rejected and I will have no claim whatsoever.

Place _____
Date _____

(Signature of Applicant)

