

No.73/26/2021-Adm.I  
Government of India  
Ministry of Labour & Employment  
Labour Bureau  
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Shram Bureau Bhawan,  
Block No.2, Institutional Area,  
Sector 38 West, Chandigarh -160036  
Dated 25<sup>th</sup> May 2022

**CIRCULAR**

Subject:- Filling up of one post of Hindi Typist, Group 'C' post, Non-Gazetted, Ministerial, Level-2 of the pay matrix -regarding.

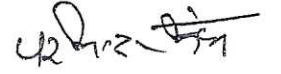
Applications are invited in the prescribed proforma from eligible Group 'C' staff in Level-1 of the Pay Matrix of Labour Bureau for appointment to the One post of Hindi Typist at Labour Bureau, Chandigarh, carrying a pay at Level-2 in Pay Matrix (Rs. 19900-63200). The post is classified as General Central Service, Group 'C', Non-Gazetted, Ministerial.

2. Eligibility for applying:-

Group 'C' staff in the grade pay of Rs. 1800/- (Level 1 of the Pay Matrix) and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade as on 12.10.2021 subject to qualifying typing test with a typing speed of 30 words per minute in Hindi on Computer. The maximum age limit for eligibility for examination is 45 years (relaxable for the Scheduled Castes and Scheduled Tribes up to 50 years).

3. Eligible and desirous Group 'C' Staff, who possess the requisite qualifications and experience may send their applications to Under Secretary, Labour Bureau, Shram Bureau Bhawan, Sector 38 West, Chandigarh-160036, in enclosed proforma, by 27<sup>th</sup> June 2022.

Applications received after last date will not be entertained.

  
(Parminder Singh)  
Under Secretary

Copy to:

1. Notice Board, Labour Bureau, Chandigarh.
2. HO, Labour Bureau, Chandigarh.
3. HO/DDO of All the Regional Offices, Labour Bureau with a request for circulation in their Office.
4. HO, Labour Bureau, Shimla with a request for circulation in their Office.
5. Hindi Cell for Hindi translation.
6. MTU Section for uploading on the website.

**Application for the post of Hindi Typist, General Central Service, Gp. 'C', Non-Gazetted, Ministerial in Labour Burea**

Annexure

**CURRICULUM VITAE PROFORMA**

Paste here  
recent  
passport size  
Photograph

1. Name & Address  
(in Block Letters)
  
2. Date of Birth:
  
3. Age as on 13.10.2021:
  
4. Date of superannuation:
  
5. Educational Qualifications:

Sl. No.	Educational Qualifications	Year Passing	of	Board/University

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post. Yes/No

7. Details of Employment in chronological order.

Office/Institution	Post held	From	To	Scale of pay and Basic Pay

8. Additional information, if any, which you would like to mention in support of your of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).
9. Whether belongs to SC/ST/OBC, if Yes, state Category:

Undertaking:

It is certified that the details/facts given above are correct and true to the best of my knowledge.

Signature:

Name & Designation: