

(To be submitted in Duplicate)

तमसो मा ज्योतिर्गमय

Serial No.....

# M.C.M. D.A.V. COLLEGE OF WOMEN

SECTOR - 36, CHANDIGARH PH.: 0172-2603355

D.A.V. College Managing Committee

CHITRA GUPTA ROAD, NEW DELHI

## Form of Application for Employment

1. Certified copies of testimonials should be attached to the application.
2. Testimonials, in original, must be produced at the time of interview.
3. Applicants who are called for interview will come at their own expenses.
4. The application should be sent under registered post through the employer of the applicant, if any.

1. Post for which you are applying			
2. Name (in block letters)			
3. Father/Husband's Name			
4. Date of birth			
5. Your present basic pay and allowances. State separately.	Basic Pay	Name and amount of allowance	Total
6. Minimum salary acceptable.			
7. Your address at which a reply to this application, if any, may be sent.  Ph. No. .... Mobile ..... E-mail : .....			
8. Have you applied for the post in any other D.A.V. Institution also. If so, give name of that Institution.			
9. Have you a good working knowledge of written and spoken Hindi ? State the Highest examination passed in Hindi.			
10. Can you teach or work in Hindi, if necessary, and correct answers written in Hindi ?			

11. Examination	ACADEMIC QUALIFICATIONS				College	Board/University
	Subjects	Year	Divn.	Marks Percentage		
High School						
Hr. Sec./Prep./+2						
B.A./B.Sc./B.Com.						
M.A /MSc./M.Com.						
M.Phil.						
Ph.D.						
UGC/NET Test						



## 12. RESEARCH EXPERIENCE

Name of the University	Duration	Subject	Result/progress
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## 13. EXPERIENCE

Institution/Office	Classes taught	Duration	Total experience
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## 14. Publication, if any ;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 15. What games do you play ? Any special distinctions achieved.

## 16. Give the name of literary, cultural or similar other activities in which you are interested and distinctions, if any.

## 17. Give the name of offices such as "Secretary", "Captain" or "President" of a Club or Society held by you as student and as a teacher together with the names of institution at which these offices were held.

## 18. Any other particulars that you may like to give.

## 19. Religious views.

20. Address. ....

..... Phone No. ....

Applicant's Signature

Date



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Date

No. 28/69-IH(12)/Pers. & Trg.-2019/17987  
Chandigarh Administration  
Department of Personnel & Training

Chandigarh, dated the 25/11/2019

To

All the Administrative Secretaries/  
HoDs/ Boards/ Corporations  
Chandigarh Administration

Subject: Mandatory basic ICT Skills training for the officers/ officials of  
Chandigarh Administration - Clarifications regarding.

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Sir/Madam

In partial modification of this Administration's letters bearing No. 28/69-IH(12)/Pers.&Trg.-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers.&Trg.-2019/8006 dated 20.05.2019, I am directed to address you on the subject noted above and to state that various departments have been seeking clarifications for making provisions of mandatory ICT Skills training in recruitment rules of different cadres at entry level. The matter has been reconsidered by this Administration and following points are clarified:-

- i) The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B", "C" and "D" employees of the Chandigarh Administration:-

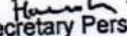
Sr. No.	Name of the course	Group
1.	Awareness in Computer Concepts(ACC) - 20 hours OR Basic Computer Concepts (BCC) - 36 hours	D
2.	Course on Computer Concepts (CCC) - 80 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

- ii) To make necessary amendments in all the Recruitment Rules of different service cadres for making the provisions of mandatory ICT skills training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.
- iii) The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.



- iv) The candidates at entry level will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments.
- v) The employees who have crossed the age of 55 years and Drivers, Mallies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training course.
- vi) The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.
- vii) The ICT Skills training courses already done by the Group "A", "B", "C" & "L" employees shall be treated as valid for all intents and purposes.

Yours faithfully,

  
Special Secretary Personnel & Training  
for Secretary Personnel & training  
Chandigarh Administration