

**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.

## **PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS**

1. The detailed advertisement and information is available on the website **witi11.in**
2. Applications will be accepted online (only) **from 16.01.2022 to 12.02.2022** on the website **witi11.in**
3. No application shall be entertained to any post in service unless he is:
  - a) a citizen of India or
  - b) subject of Nepal, or
  - c) a subject of Bhutan or
  - d) a Tibetan refugees, who come over the India before the 1st January 1962 with the intention of permanently settling in India or
  - e) a person of India origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intension to permanently settling in India.

Provided that a candidate belonging to any category (b), (c) ,(d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/ appointing authority)

4. No application shall be entertained by hand or by post.
5. Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox / spam box of this email id regularly during the recruitment process as intimations may be sent on this email id. However your primary source of information / intimations will remain the above mentioned website.
6. Please scan your Photograph and Signatures(On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.
7. Please keep following details ready with you before starting your online application.
  - a) Personal demographic details including Date of Birth and Nationality
  - b) Mobile Number
  - c) Personal Email ID
  - d) Reservation Category Details
  - e) Soft Copies of scanned Photograph and Signatures.
8. Fill out the form available on the above mentioned website.
9. Click on button "Online Form" and fill all Registration Details and click "NEXT". This will take you to "Educational Qualification" Page.

10. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
11. This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
12. Fill relevant Educational Qualifications, one by one, and Click “Next” after filling all qualification details. This will take you to “Other Information” Page.
13. Fill in all the details one by one and Click “Next”.
14. Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click “Next”. This will take you to “Verify and Confirm” page.
15. Read Preview of Application carefully. If you want to change anything – click on “Edit Form”, this will take you back to “Modify Registration” Page. Follow steps as described earlier. Otherwise go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice regarding Age, Educational Qualification, Physical standards etc., then and only then check the “**I Agree**” box. Please note that Scrutiny w.r.t. all eligibility criteria will be done at the time of Verification of Documents. Submission of Application does not endorse your eligibility.
16. Submit the Application form by clicking on the “**Submit**” button.
17. Now you are ready to print Bank Challan.
18. Click on the link “**BANK CHALLAN**” and take a print out of the challan form.
19. **WAIT FOR 48 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
20. Application fees (non-refundable) amounting to as shown below will be payable for each post through challan, generated after online filling of application. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid fees applicable for candidates of General category.

- **SC/ST/Ex-Serviceman/PwD category - Rs. 500/-**

• **General/OBC - Rs. 1000/-**

21. It is important to note that the requisite fee can only be deposited in any branch of State Bank of India, as the department has only nominated State Bank of India for Collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, you will get Department Copy and Candidate Copy of challan.** Bank copy will be kept by the bank where you will deposit the fee.
22. The candidates can check his / her fee confirmation by logging in by entering his/ her registration number and password on the website 48 hours after depositing the fee.
23. Take TWO printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted during counseling along with the original copies of following:
- a) Relevant Degree/Diploma Certificate.
  - b) Reserve Category Certificate issued by the Competent Authority (If Applicable)
  - c) Original counterfoil of the Fee Payment Challan
  - d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary
  - e) Certificate as proof of age relaxation if claimed
  - f) Proof of being Departmental Candidate, if applicable
- If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -
- a) Date of Enrollment
  - b) Date of Release/Discharge
  - c) Reason of Release/ Discharge
24. Any correction in the particulars can be made by the candidate himself/herself on the website. For this purpose, the candidate has to log in by entering his/ her registration number and password. Correction in selection of Posts, Name of the Candidate and Date of Birth will be available only up to acceptance of Declaration and SUBMISSION of Application form. Other corrections can be made up to Closing Date of submission of Applications. No correction can be made by the candidate after the closing date.
25. **Conditions which may render you ineligible**

- a. Insufficient fee;
  - b. Examination fee deposited in a bank other than designated Bank or deposited by any mode other than Bank Challan;**
  - c. Wrong/incomplete information given in the Application Form;
  - d. Candidates debarred by any government department/board/commission;
  - e. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
26. All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information will, generally, be sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time will be, entirely, of the candidate.
27. For any clarification regarding the online filling of the form, the candidate can send email at [witichd@gmail.com](mailto:witichd@gmail.com) for any clarification regarding the online filling of the form.
28. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above.
29. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.
30. Question Paper along with the Answer Key will be posted on the website, within one day after the examination for calling objections, if any, from the candidates. You can submit your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.
31. After qualifying the skill test/ written examination, candidates equal to 03 times the number of vacancies to be filled up, may be called for physical verification of documents. In case, the candidates equal to the number of vacancies do not attend physical verification of documents then the next candidate on merit would be invited for the same.
32. The selected candidates shall be paid fixed monthly emoluments during the probation

period as per D.C rates or basic pay whichever is higher.

- Note:** 1) Number of posts/ category mentioned above is tentative and may vary at the time of appointment.
- 2) The Director, WSSO, Haryana reserves its right to change any condition/criteria or cancel the recruitment process without assigning any reason.

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**QUALIFICATIONS & OTHER ELIGIBILITY CONDITIONS**

<b>1. <u>Instructor (Stenographer and Secretarial Assistant-English)</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> 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.
<b>2. <u>Instructor (Stenographer and Secretarial Assistant-English)</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- Diploma in Commercial Practice from recognized board with two years' experience in the relevant field. OR Degree in Commerce /Arts (with Short-hand & Typing) from a recognized university 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.
<b>Essential Qualification:</b> - Craft Instructor Certificate in the relevant Trade under NCVT.
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.
<b>3. <u>Instructor (Dress Making)</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- "Degree in Fashion & Apparel Technology from recognized University with one year post qualification experience in the relevant field. OR Diploma in Dress Making /Garment Fabricating Technology/Costume Designing from recognized board of education with two-year post qualification experience in the relevant field. 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.
<b>Essential Qualification :-</b> Craft Instructor Certificate in the relevant Trade under NCVT
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.
<b>4. <u>Instructor (Finance Executive )</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- Post Graduate/Graduate in Finance/Commerce from recognized University /college with one year experience in the relevant areas. Smart, presentable and having good communication skills. OR Diploma in Finance/Commerce from recognized board of education with two years experience in the relevant field. OR National Apprenticeship Certificate /National Trade Certificate in the trade of Finance Executive with three years post qualification experience in the relevant field.
<b>Essential Qualification :-</b> Craft Instructor Certificate in the relevant Trade under NCVT
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.
<b>5. <u>Computer Instructor</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- B.E/B.Tech in Computer Science /IT from Recognized University with one year experience in the relevant field. OR

<p>Post Graduate in Computer Science/Computer Application/IT or NIELIT B Level with one year experience in the relevant field.</p> <p>OR</p> <p>Bachelor in Computer Science /Computer Application/IT <b>OR</b> PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field.</p> <p>OR</p> <p>Three year Diploma from recognized Board /Institute in Computer Science /IT with two year experience in the relevant field.</p> <p>OR</p> <p>National Apprentice Certificate or National Trade Certificate in the trade of Certificate in the trade of Computer Operator and Programming Assistant and National Craft Instructor Training Certificate in the trade if available with three year experience in the relevant field. .</p>
<p>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</p>
<p><b>Essential Qualification</b> :- Craft Instructor Certificate in the relevant Trade under NCVT</p>
<p>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.</p>
<p><b>6. <u>Instructor (Stenographer and Secretarial Assistant-Hindi)</u></b></p>
<p>a) Academic Qualifications:- 10<sup>th</sup> Class Pass</p>
<p>b) Technical Qualifications:- Graduate in relevant field from recognized University with one year experience. OR Diploma in the relevant field from recognized Board with two years' relevant experience. OR National Trade Certificate / National Apprenticeship Certificate in the Stenographer &amp; Secretarial Assistant - Hindi with three years' experience in the relevant field.</p>
<p>c) Experience in trade / field after passing technical qualification: - Three years for National Trade Certificate/National Apprentice Certificate.</p>
<p><b>Essential Qualification</b>: - Craft Instructor Certificate in the relevant Trade under NCVT.</p>
<p>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.</p>