INVITATION FOR ENGAGEMENT AS PS PURELY ON CONTRACT BASIS

The Competition Commission of India invites applications from Principal Private Secretaries/Private Secretaries or equivalent employees retired from Government Department/PSUs/Autonomous Bodies for engagement to the post of Private Secretary on contract basis in the CCI. The experience, consolidated salary and other details are as under:

1. Post : Private Secretary
2. No. of vacancies : 15
3. Experience : Minimum 15 years of experience as Stenographer (PA/PS/PPS) in Govt. Department/PSUs/Autonomous Bodies
4. Age : Upto 65 years
5. Consolidated Salary : Rs.20,000/- p.m.
6. Period of engagement : One year
7. Last Date : 22.11.2011

The shortlisted candidates may be required to qualify a shorthand test in English with a speed of 100 w.p.m. The qualified candidates may be called for interview. The engagement will be purely on contract basis and extension in period of contractual engagement will be subject to the performance of the individual and requirement of the Commission. The candidates have no right to claim for any regular employment in the Commission.

The application form may be downloaded from the website of the CCI. The application form, complete in all respects, alongwith attested photocopies of relevant documents should reach the Deputy Director (HR), 3rd Floor, Hindustan Times House, K.G. Marg, New Delhi-110001, by the last date mentioned above.

Website: www.cci.gov.in   Telephone No.: 011-23473400   Fax: 011-23704686
APPLICATION FOR THE POST OF PS IN THE
COMPETITION COMMISSION OF INDIA, NEW DELHI, PURELY ON CONTRACT BASIS

1. Name of the Applicant :
   (In Block Letters)

2. Father’s/Husband’s Name :

3. Date of Birth (In Christian era) :
   (in figure and in words)

4. Sex :

5. Nationality :

6. Address for communication :

7. Telephone / Mobile No :

8. Languages known:
   
   Hindi  |  English  |  Other Language  
   ------|---------|------------------
   Speak  |         |                  
   Read   |         |                  
   Write  |         |                  

9. Extent of Computer knowledge :

   Contd .. 2
10. Educational Qualification (from Matriculation onwards) (attach photocopies self attested)

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<tr>
<th>S. No.</th>
<th>Qualification</th>
<th>University/Board</th>
<th>Subject Studied</th>
<th>% age of marks obtained</th>
<th>Remarks</th>
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11. Experience/particulars of previous and present employer: (attach photocopies self attested)

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<th>S. No.</th>
<th>Name &amp; Full address of Employer</th>
<th>Designation / Nature of duties</th>
<th>Scale of Pay</th>
<th>Period of employment</th>
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12. Details of other academic achievement, extracurricular activities and professional achievements, if any:

13. Any other information:

14. List of enclosures:

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to summarily cancellation/termination without notice or any compensation in lieu thereof.

Date: ________________________  Signature of the candidate ________________________

Place: ________________________  Name of candidate: ________________________