

**Chandigarh Renewable Energy and Science & Technology Promotion Society  
(CREST) Paryavaran Bhawan, 1<sup>st</sup> Floor, Madhya Marg, Sector- 19-B,  
Chandigarh-160019.**

**PUBLIC NOTICE**

Applications are invited to fill up the following post purely on contract basis initially for one year on consolidated contractual amount mentioned against the post in the Solar City Cell of the Chandigarh Renewable Energy and Science & Technology Promotion Society (CREST) U.T., Chandigarh having following educational qualification:-

<b>Sr. No</b>	<b>Nature of the post</b>	<b>No. of Post</b>	<b>Age (in years)</b>	<b>Educational Qualifications</b>	<b>Consolidated Contractual amount per month (₹)</b>
1.	Steno-cum-Clerk	One	18-35	Bachelor's Degree from any Recognized University and proficiency in operation of Computer (Word processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcription the same.	32,670/- As fixed by the Chandigarh Administration for contractual persons

**How to Apply:-** Interested Candidates possessing aforesaid qualification may submit their application duly filled in the prescribed format along-with Two Photographs, self attested photocopies of all Educational Qualifications along-with Detailed Mark Sheets, Degrees. Format can be download from the website of CREST [www.crestchd.org.in](http://www.crestchd.org.in) on Jobs link or can be obtained from the office on any working day. Applications should reach in the office of Chandigarh Renewable Energy and Science & Technology Promotion Society (CREST), Paryavaran Bhawan, 1<sup>st</sup> Floor, Madhya Marg, Sector-19-B, Chandigarh upto 30.10.2018. The incomplete applications, applications received through email and applications received after the due date will not be entertained & summarily rejected.

For the post of Steno-cum-Clerk, Stenography Test of the eligible candidates will be conducted. The date & time of stenography test will be intimated later on.

Sd/-  
**Chief Executive Officer,  
CREST, Chandigarh**

## APPLICATION FORM FOR THE POST OF STENO-CUM-CLERK

Serial No. \_\_\_\_\_

**CHANDIGARH RENEWABLE ENERGY AND SCIENCE & TECHNOLOGY  
PROMOTION SOCIETY (CREST)  
PARYAVARAN BHAWAN, 1<sup>st</sup> FLOOR, SECTOR 19-B, CHANDIGARH**

1. Name of Applicant (in capital) : .....
2. Father's/Husband's Name : .....
3. Date of Birth ..... Place of Birth .....
4. Nationality ..... Marital Status .....

Paste here latest  
passport size  
attested  
photograph

5. Permanent Address (in capital):.....  
.....

6. Present Correspondence Address (in capital) : .....

7. Contact No. (Mob.) ..... E-mail.....

8. Educational Qualification: (Please attach attested copies along-with original application)

Sr. No.	Examination	Stream	University/Board	Subjects	Year of Passing	Marks obtained/ Total marks	%age Division/ Grade
1	10th						
2	12 <sup>th</sup>						
3							
4							

9. Professional Experience:-

Name of Employer	Address of Employer	Period		Designation	Nature of job (if required attached extra sheet)	Salary	Reason for leaving
		From	To				

10. List of Enclosures:-

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

11. Any other information:-

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 .....

12. Declaration: I solemnly declare that:-

- (i) That foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Chandigarh Renewal Energy Science & Technology Promotion Society.
- (ii) I have never been dismissed either from Government, Public or Private Organization Service.
- (iii) I have never been prosecuted, kept under detention or bound down / fined, convicted by the Court of Law for any offence.

Place: .....

Dated: .....

Signature of Applicant